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L'Association des infirmières et infirmiers autorisés de l'Ontario

NQuIRE®

Nursing Quality Indicators for Reporting and Evaluation®

Data Entry System - User Manual

BPSO RNAO BEST PRACTICE SPOTLIGHT ORGANIZATION CANADA

BPSO RNAO BEST PRACTICE SPOTLIGHT ORGANIZATION USA

BPSO RNAO BEST PRACTICE SPOTLIGHT ORGANIZATION SPAIN/ESPAÑA

BPSO RNAO BEST PRACTICE SPOTLIGHT ORGANIZATION CHILE

BPSO RNAO BEST PRACTICE SPOTLIGHT ORGANIZATION SOUTH AFRICA

BPSO RNAO BEST PRACTICE SPOTLIGHT ORGANIZATION AUSTRALIA

BPSO RNAO BEST PRACTICE SPOTLIGHT ORGANIZATION COLOMBIA

What is NQuIRE?

Nursing Quality Indicators for Reporting and Evaluation® (NQuIRE®) was designed for Best Practice Spotlight Organizations® (BPSO®) to systematically monitor the progress and evaluate the outcomes of implementing the RNAO Best Practice Guidelines (BPGs) in their organizations. NQuIRE is the first international quality improvement initiative of its kind, and involves development and measurement of structural, process and outcome indicators related to each of the RNAO BPGs.

Why Is NQuIRE Important?
The utilization of NQuIRE will provide a number of benefits for patients, nurses, organizations and health systems, including:

Nursing-Sensitive Indicators: NQuIRE will result in BPSO-validated and endorsed nursing-sensitive indicators. These will include existing nursing-sensitive process and outcome clinical indicators such as those for pain, falls, and pressure ulcers; as well as new nursing-sensitive process and clinical outcome indicators derived from the wide range of clinical conditions addressed in RNAO BPGs. NQuIRE will also include existing and new nursing-sensitive structural indicators. In collaboration with the BPSOs and other researchers, RNAO expects to advance the understanding of the interrelationships between structural factors and clinical processes that influence patient/client/resident outcomes. Our collective work will enable nursing to actively contribute to the safety and quality agendas and promote evidence-based policy decisions at the organizational and health system levels.

Comparative Reporting: NQuIRE will enable data comparisons within the BPSO program for specific clinical populations, health sectors, organizations, and geographic regions, as well as promote meaningful data sharing and benchmarking. With NQuIRE data, BPSOs can monitor their own progress in improving structural and clinical processes, quality of nursing care, and patient as well as organizational outcomes. NQuIRE will provide internal reports enabling participating BPSOs to compare their indicator performance data with that of other units/programs/services/teams within their own organization. BPSOs that wish to share their aggregate data will be part of participate in the cross-BPSO comparative results analysis can compare their data to the aggregate data of with other like BPSOs at the local, national and/or international levels that have also chosen to participate in the cross-BPSO comparative analysis their data. They will be provided with performance reports of local, national, and international BPSO percentile distributions for indicators of interest in like organizations.

Evidence-Based Decision Making: NQuIRE data will inform where and how RNAO's BPGs are enhancing nursing practice and patient outcomes, as well as organizational and health system performance. Such data will guide the RNAO BPG Program and facilitate evidence-based decision making to promote effective utilization of nursing resources and highlight practical areas for further investments in nursing best practices.

Research Opportunities: Through formal authorization, researchers will be provided with opportunities to use NQuIRE to test nursing-sensitive indicators, develop/refine reliable and valid measurement tools, and identify trends in nursing practice, patient/organizational/system outcomes.

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How to Use This Manual

The Data Entry System User Manual is intended to support the online participation of Best Practice Spotlight Organizations® (BPSO®) in the Nursing Quality Indicators for Reporting and Evaluation® (NQuIRE®) initiative.

This User Manual details the online process of BPSO enrollment, Implementation Site registration, Best Practice Guideline (BPG) indicator selection, data submission, and viewing reports.

What is a BPSO Lead User?

The BPSO Lead User is the main NQuIRE contact with RNAO. The BPSO Lead User receives all communications and initial registration information. The BPSO Lead User will be invited via email to register their BPSO with NQuIRE and is responsible for selecting the BPG indicators for the Implementation Sites within the organization. The BPSO Lead User also has access to NQuIRE's reports.

What is an Implementation Site User?

NQuIRE data is collected at the Implementation Site level within the BPSO. A BPSO can be comprised of one or many Implementation Sites. An Implementation Site User is responsible for entering indicator data online for a particular unit, program, service, or team within the BPSO. Once an Implementation Site User has registered in the system using their invitation email, they will be able to log into their online account, view previous submissions and enter information for their Implementation Site.

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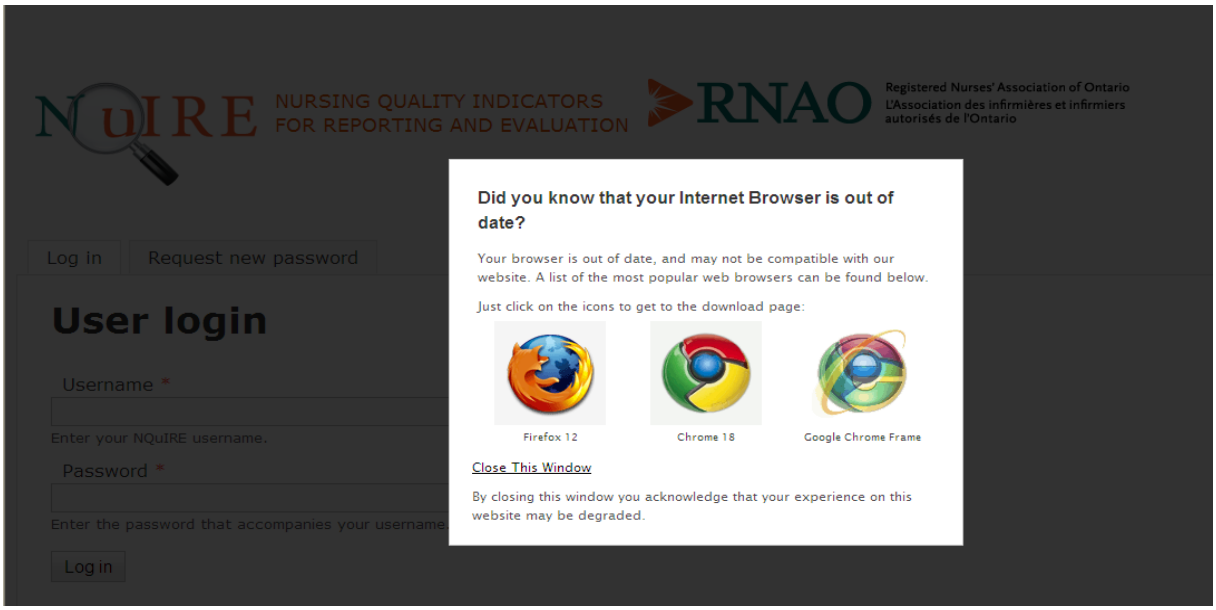
Before You Begin

Important: The online data entry system works best in Google Chrome or Firefox. If you access the website with Internet Explorer, you will receive the following warning with instructions on how to download these free browsers:


NURSING QUALITY INDICATORS FOR REPORTING AND EVALUATION
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Log in
Request new password
User login
Username *
Enter your NQuIRE username.
Password *
Enter the password that accompanies your username.
Log in
Did you know that your Internet Browser is out of date?
Your browser is out of date, and may not be compatible with our website. A list of the most popular web browsers can be found below.
Just click on the icons to get to the download page:
Firefox 12
Chrome 18
Google Chrome Frame
Close This Window
By closing this window you acknowledge that your experience on this website may be degraded.

While you will still be able to access the data entry system in Internet Explorer, you may experience delays. Please contact the NQuIRE Team if you require assistance at info@nquire.ca

BPSO Lead User - Registering and Accessing NQuIRE

What is a BPSO Lead User?

The BPSO Lead User is the main NQuIRE contact with RNAO. The BPSO Lead User receives all communications and initial registration information. The BPSO Lead User will be invited via email to register their BPSO with NQuIRE and is responsible for selecting the BPG indicators for the Implementation Sites within the organization. The BPSO Lead User also has access to NQuIRE's reports.

The BPSO Lead User will receive an e-mailed invitation from RNAO that will link them to the enrollment process.

As the BPSO Lead User for your organization you will be responsible for registering and completing your organizational profiles. This section outlines the following steps:

- Step 1: Completing the BPSO Organizational Profile
- Step 2: Setting your BPSO-to-BPSO comparative analysis option
- Step 3: Completing the BPG Indicators Profile

Important: Before beginning the enrollment process, it is important that BPSO Lead Users are able to provide the following information:

- **the organizational profile for the BPSO (Step 1, page 8)**
- **the RNAO Nursing Best Practice Guidelines (BPGs) and indicators to be implemented by the BPSO (Step 3, page 9)**

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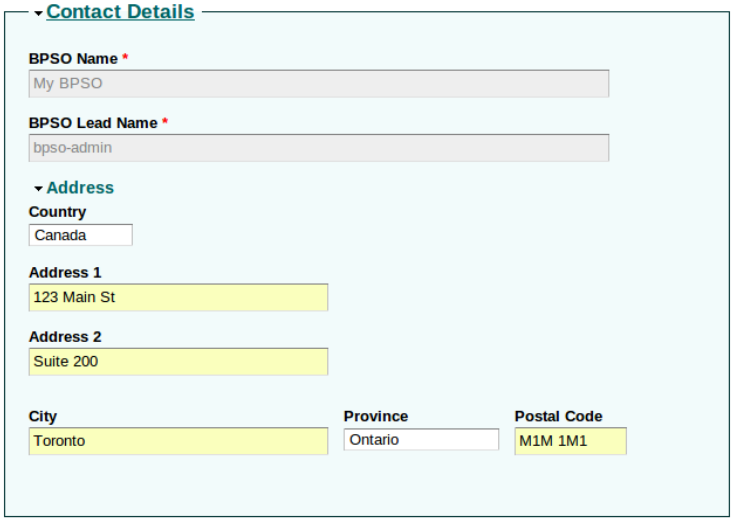
Step 1: Completing the BPSO Organizational Profile

Selecting the link provided in the email will open the BPSO Enrollment page. BPSO Lead Users are asked to provide the following contact details:

- A username and password
- Address details (city, country)

Other information is automatically pre-filled, such as your email address, the BPSO name and your BPSO Lead User name. You cannot edit these, but you should ensure they are correct.



BPSO Lead Users are also asked to provide the following BPSO profile details:

- The type of organization, funding jurisdiction, and size

Select the BPSO information from the drop down menus as requested. Questions with an asterisk (*) are required.

Clicking on the "Enroll BPSO" button on the bottom of the page will save the BPSO Organizational Profile.

Important: if required, **the BPSO Lead User can update the saved information** at any time by selecting "Change BPSO demographic information" from the menu. They can also change their email and/or password at any time by selecting "Change email or password" from the menu.

Now that your user account has been created, you may choose to log out at any time. NQuIRE will direct you to continue the rest of the registration at your next login.

After completing registration, the BPSO Lead User is able to access NQuIRE at any time by visiting https://nquire.rnao.ca/.

Important: The system will automatically log-out users from the site after 1 hour of inactivity.

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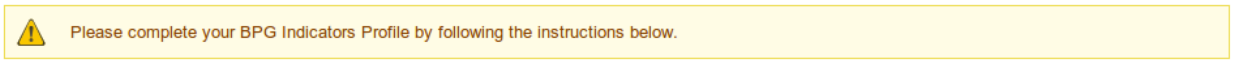
Step 2: Setting your BPSO-to-BPSO comparative analysis option

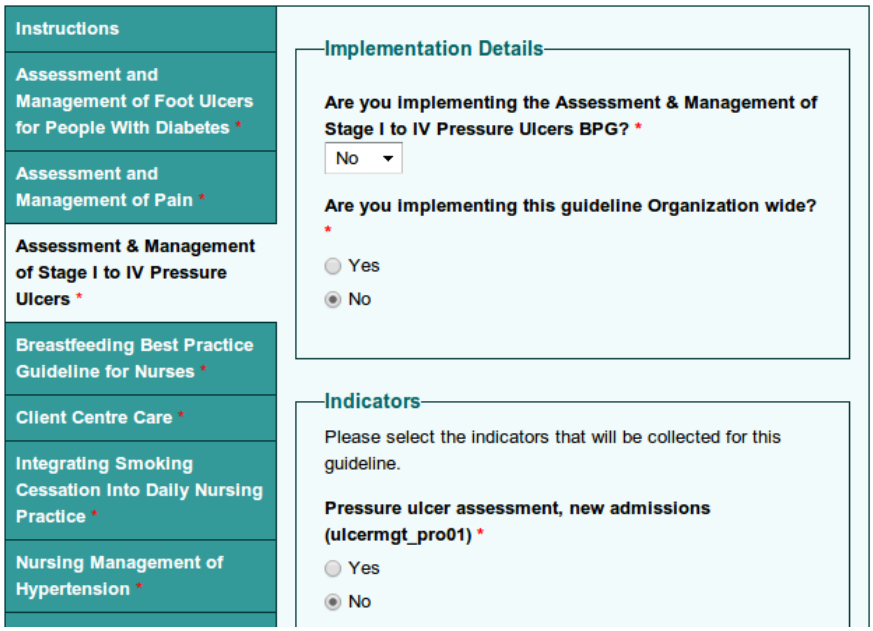
The next page will ask you to specify if your organization is participating in NQuIRE's comparative reporting analysis. Read the instructions carefully.

You must make a choice when you register. You will **not** be able to edit this option yourself later, but may contact RNAO if you wish to change the option later.

Step 3: Completing the BPG Indicators Profile:



On the BPG Indicators Profile page, please select the implemented BPGs from the menu and the NQuIRE indicators to be reported by the BPSO.


Instructions
Assessment and Management of Foot Ulcers for People With Diabetes *
Assessment and Management of Pain *
Assessment & Management of Stage I to IV Pressure Ulcers *
Breastfeeding Best Practice Guideline for Nurses *
Client Centre Care *
Integrating Smoking Cessation Into Daily Nursing Practice *
Nursing Management of Hypertension *
Implementation Details
Are you implementing the Assessment & Management of Stage I to IV Pressure Ulcers BPG? *
No
Are you implementing this guideline Organization wide? *
Yes
No
Indicators
Please select the indicators that will be collected for this guideline.
Pressure ulcer assessment, new admissions (ulcermgt_pro01) *
Yes
No

Select whether your BPSO is implementing a guideline and then select which indicators from those guidelines are being reported.

Clicking on the "Save" button on the bottom of the page will register the BPG and indicator selections. You may select "Save" at any time (e.g., after entering the information for a single BPG or after entering the information for several BPGs).

Important: if required, **the BPSO Lead User can update the saved information** at any time by selecting "Add/change BPGs or indicators" from the menu.

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Adding Implementation Site Users

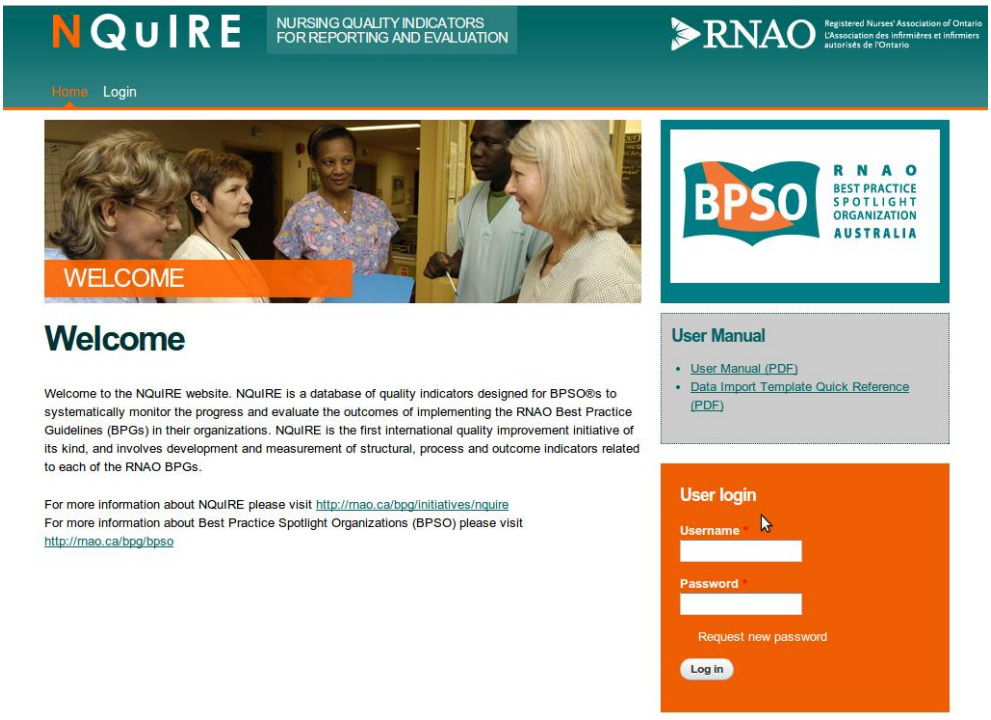
The BPSO Lead User is responsible for adding Implementation Site Users. An Implementation Site User is the person responsible for entering indicator data into the system for a particular Implementation Site in your organization. In your BPSO, you may have the same individual acting as the BPSO Lead User and as an Implementation Site User. You may also have the same individual acting as the Implementation Site User for more than one Implementation Site. The BPSO Lead User is able to use these steps to enter as many Implementation Site Users as required.

This section of the manual details the following steps for adding Implementation Site Users:

- Step 1: Logging In
- Step 2: Adding Implementation Site Users
- Step 3: Sending Email Invitations
- Step 4: Registering Implementation Site Users
- Step 5: Changing Implementation Site Users

Step 1: Logging In

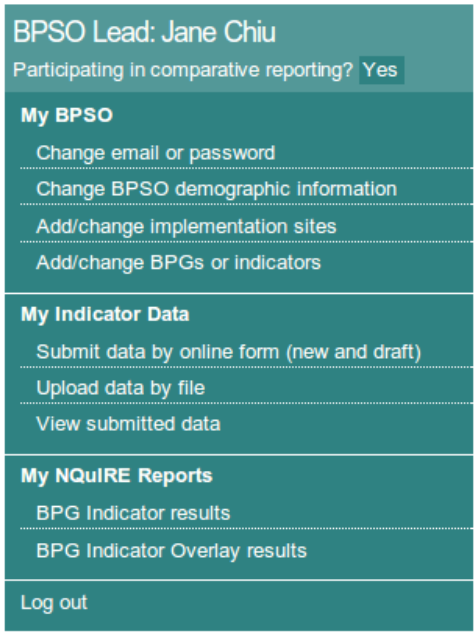
Log In to https://nquire.rnao.ca/ with your BPSO Lead User username and password.


NQuIRE
NURSING QUALITY INDICATORS FOR REPORTING AND EVALUATION
RNAO
Registered Nurses' Association of Ontario
L'Association des infirmières et infirmiers autorisés de l'Ontario
Home
Login
WELCOME
BPSO
RNAO BEST PRACTICE SPOTLIGHT ORGANIZATION AUSTRALIA
Welcome
Welcome to the NQuIRE website. NQuIRE is a database of quality indicators designed for BPSO®s to systematically monitor the progress and evaluate the outcomes of implementing the RNAO Best Practice Guidelines (BPGs) in their organizations. NQuIRE is the first international quality improvement initiative of its kind, and involves development and measurement of structural, process and outcome indicators related to each of the RNAO BPGs.
For more information about NQuIRE please visit http://rnao.ca/bpg/initiatives/nquire
For more information about Best Practice Spotlight Organizations (BPSO) please visit http://rnao.ca/bpg/bpso
User Manual
User Manual (PDF)
Data Import Template Quick Reference (PDF)
User login
Username *
Password *
Request new password
Log in

Step 2: Adding Implementation Site Users

Once you are logged in, you will see the following menu on the right-hand side of the screen.

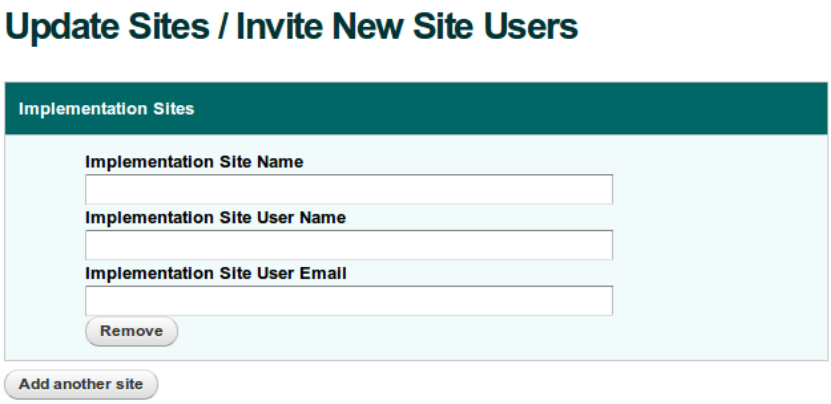
Select "Add/change implementation sites".



Scroll down to the Update Sites / Invite New Site Users section.

Enter the information for the Implementation Site in your organization. This includes specifying a Site Name, User Name, and a corresponding email address.

Click on "Add another site" to create additional Implementation Sites until you have all of your desired sites listed.



The **Implementation Site Name** is the name for the site that appears on NQuIRE reports. The Implementation Site User will not be able to change this name.

The **Implementation Site User Name** is the suggested username name that the Site User will use to logon to NQuIRE. Each user name must be unique in NQuIRE and the Site User has the option to change it when they register.

Individuals who are responsible for multiple Implementation Sites will need a unique user name for each site. For these cases, we recommend adding consecutive numbers after the user's name to create these unique user names.

Example: Implementation Site 1 username: Laura1; Implementation Site 2 username: Laura2

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The **Implementation Site User Email** is the address the invitation email will be sent to. If the BPSO Lead User and an Implementation Site User are the same individual, you may leave the email blank, or enter the BPSO Lead User's email to simplify the Site User registration.

Please see **Appendix A** for a sample chart to track the user names for each Implementation Site in your organization.

Important: You can click "Save" at any point and it will not take you away from the page. However, **please remember to click "Save" before leaving the page. Invite emails are not sent automatically when you click "Save". You must explicitly send them in the next step.**

Step 3: Sending Email Invitations

This section is for BPSO Lead Users who are delegating at least one Implementation Site to another individual.

NOTE: If the BPSO Lead Users is also responsible for at least one Implementation Site please see step 4 on page 13.

On the "Add/change implementation sites" page you will now see a table called, "Unsent Invites". This table lists all the Implementation Sites you entered in the last step, but where invite emails have not yet been sent.

If the site email is different than the BPSO Lead User's email, the site will have a "Send" link that will send an email to the Implementation Site User you created. Click "Send" for each Implementation Site.

Unsent Invites

Implementation Site	Site User Name	Site Email	Operations	Status
Intensive Care Unit	bpso-site-1	bpso-site-1@test.com	Send	Needs Notification
Palliative Care Unit	bpso-site-2	Bpso-admin@test.com	Register	Needs registration
Oncology	bpso-site-3	bpso-site-3@test.com	Send	Needs Notification

Pending Invites

Implementation Site	Site User Name	Site Email	Operations	Status
Operating Room	bpso-site-4	bpso-site-4@test.com	Resend	Notification Sent

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Once the invitations have been sent, the Implementation Site will move into a table called, “Pending Invites”.

When an Implementation Site User has accepted their invitation and set up their account, the Implementation Site will move into a table called, “Registered Users”.

Step 4: Registering Implementation Site Users

This section is for BPSO Lead Users who are also responsible for at least one Implementation Site. You may directly register these site users without sending yourself an invite email. On the “Add/change implementation sites” page you will now see a table called, “Unsent Invites”. This table lists all the Implementation Sites you entered in the BPSO Organizational Profile page.

If the Site User's email is the same as the BPSO Lead User’s email or was left blank, the site will have a “Register” link that will allow the BPSO Lead User to register this user directly. Click “Register” for each Implementation Site.

Unsent Invites

Implementation Site	Site User Name	Site Email	Operations	Status
Intensive Care Unit	bpso-site-1	bpso-site-1@test.com	Send	Needs Notification
Palliative Care Unit	bpso-site-2	Bpso-admin@test.com	Register	Needs registration
Oncology	bpso-site-3	bpso-site-3@test.com	Send	Needs Notification

Pending Invites

Implementation Site	Site User Name	Site Email	Operations	Status
Operating Room	bpso-site-4	bpso-site-4@test.com	Resend	Notification Sent

You will be taken to an Implementation Site registration page (Steps 2 and 3, page 17-18), and then will return to the “Add/change implementation sites” page.

Once these users have been registered, the Implementation Site will move into a table called, “Registered Users”.

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Step 5: Changing Implementation Site Users

On the "Add/change implementation sites" page you may edit the Update Sites / Invite New Site Users table. Some changes are not allowed once the Site User has been registered.

The BPSO Lead User may change the Implementation Site Name at any time, whether the Site User has registered yet or not. This is not the username used to login to NQuIRE, but is the name for the Implementation Site that appears on NQuIRE reports.

The BPSO Lead User may change the Implementation Site's username and email **only if the invite has not already been accepted.** Once the invitation has been accepted and the site user is created, only the site user themselves can change their email address, and only NQuIRE administrators can change their user name.

Note that if you change an Implementation Site's email address, you must resend the invite so it goes to the new address.

If the Implementation Site User has registered and has changed their username or email, then those changes will be reflected in this table.

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Implementation Site User – Registering and Accessing NQuIRE

What is an Implementation Site User?

NQuIRE data is collected at the Implementation Site level within the BPSO. A BPSO can be comprised of one or many Implementation Sites. An Implementation Site User is responsible for entering indicator data online for a particular unit, program, service, or team within the BPSO. Once an Implementation Site User has registered in the system using their invitation email, they will be able to log into their online account, view previous submissions and enter information for their Implementation Site.

The Implementation Site User is responsible for entering the data for the Implementation Site into the online NQuIRE system.

The Implementation Site User will receive an e-mailed invitation from NQuIRE, generated by the BPSO Lead User, which will link them to the account registration process.

The following steps are required to set up an account as an Implementation Site User:

Step 1: Receiving the Registration Email

Step 2: Implementation Site Account Registration and Password

Step 3: Entering Your Implementation Site Information

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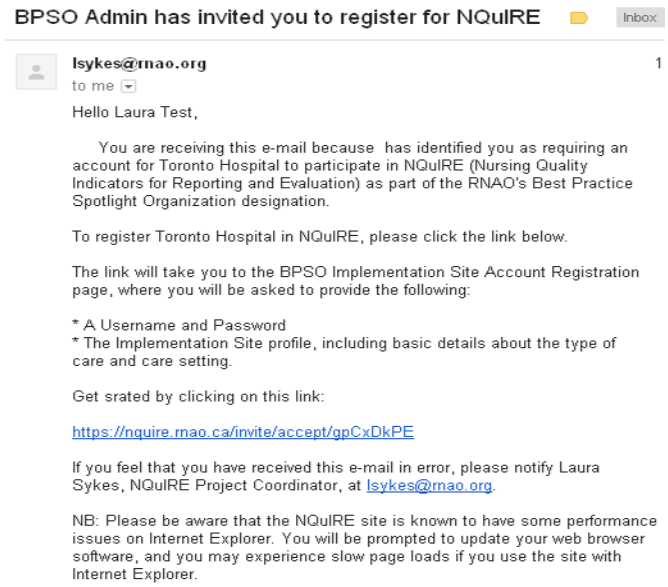
Step 1: Receiving the Registration Email

The Implementation Site User will automatically receive an email from RNAO once the BPSO Lead User has added and invited the Implementation Site.



BPSO Admin has invited you to register for NQuIRE Inbox

lsykes@rnao.org 1
to me

Hello Laura Test,

You are receiving this e-mail because has identified you as requiring an account for Toronto Hospital to participate in NQuIRE (Nursing Quality Indicators for Reporting and Evaluation) as part of the RNAO's Best Practice Spotlight Organization designation.

To register Toronto Hospital in NQuIRE, please click the link below.

The link will take you to the BPSO Implementation Site Account Registration page, where you will be asked to provide the following:

* A Username and Password
* The Implementation Site profile, including basic details about the type of care and care setting.

Get srated by clicking on this link:

https://nquire.rnao.ca/invite/accept/gpCxDkPE

If you feel that you have received this e-mail in error, please notify Laura Sykes, NQuIRE Project Coordinator, at lsykes@rnao.org.

NB: Please be aware that the NQuIRE site is known to have some performance issues on Internet Explorer. You will be prompted to update your web browser software, and you may experience slow page loads if you use the site with Internet Explorer.

Click on the link provided in the email to continue to the Implementation Site registration page.

Important: If you are the BPSO Lead User as well as an Implementation Site User**, please ensure that you have logged out of your BPSO Lead User account** before clicking on the link in the Implementation Site invitation email.

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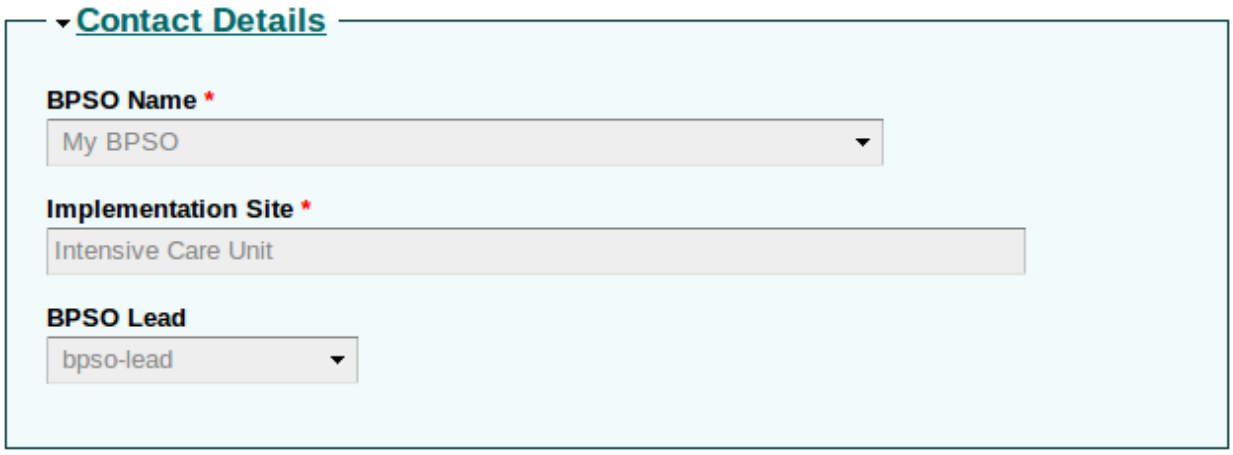
Step 2: Implementation Site Account Registration and Password

Clicking on the link provided in the Implementation Site invitation email will take you to the registration page. Your BPSO organization information will be pre-filled on this page. You will enter the rest of the information required for your Implementation Site.



Important: You may change your user name. Please note that **the username for each Implementation Site User must be unique.** This user name must also be different from the BPSO Lead User's user name. Individuals who are responsible for multiple Implementation Sites will need a unique user name for each site. For these cases, we recommend adding consecutive numbers after the user's name to create these unique user names.

Example: Implementation Site 1 username: Laura1; Implementation Site 2 username: Laura2

Please see Appendix A for a sample chart with which to track the user names for each Implementation Site in your organization.

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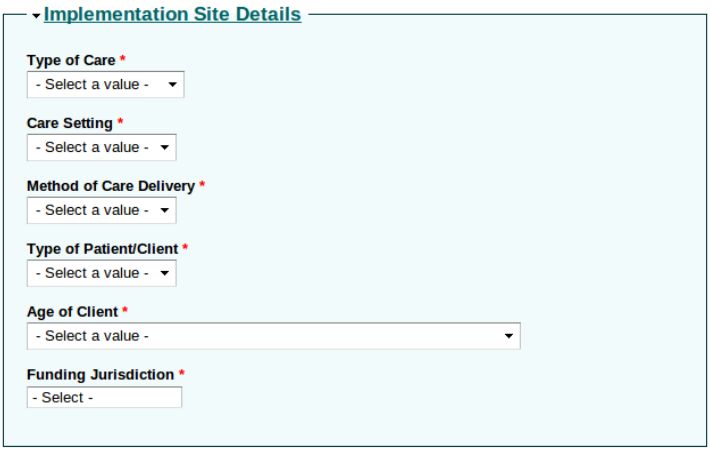
Step 3: Entering Your Implementation Site Information

In this section, please provide general demographic details of your Implementation Site. Please make the appropriate selection from the following drop-down menus:

Type of Care: (Select the appropriate sector)	Primary Care Acute Care Complex Care Long-Term Care Home Health Care Mixed (more than one of the above)


Implementation Site Details
Type of Care *
- Select a value -
Care Setting *
- Select a value -
Method of Care Delivery *
- Select a value -
Type of Patient/Client *
- Select a value -
Age of Client *
- Select a value -
Funding Jurisdiction *
- Select -

Care Setting: (Select the predominant setting for patient care)	Out-Patient In-Patient Residential In-Home Mixed (more than one of the above)

Method of Care Delivery: (Select the main health service delivery modality)	Direct (face-to-face) Remote (virtual consultation, telehealth) Mixed (more than one of the above)

Type of Patient/Client: (Select the primary recipient of care)	Individual Family Community Public

Age of Client: (Select the appropriate client age categories)	> 65 18 - 65 13 – 17 2 – 11 Years Infant < 2 Years Mixed Pediatric < 18 Years Mixed Adult 18 Years and Older Mixed General

Funding Jurisdiction: (Select the funding source)	Private, For-Profit Private, Not-For-Profit Charitable Other

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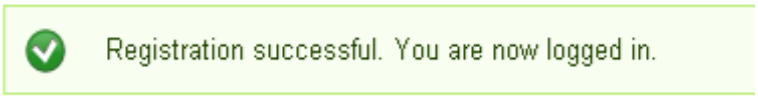
Clicking on the “Create new account” button completes registration, and you will receive this message:



Important: if required, the BPSO Implementation Site can update the saved information at any time by selecting “Change site demographic information” from the menu.

The BPSO Lead User can update an Implementation Site's saved information at any time by selecting “Add/change implementation sites” from the menu, and selecting the Implementation Site's name from the Registered Users table **or** by selecting “View submitted data” from the menu, and selecting the Implementation Site's name from table.

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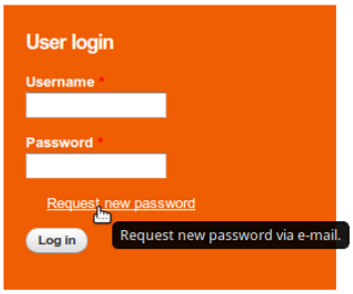
Recovering a Lost Password

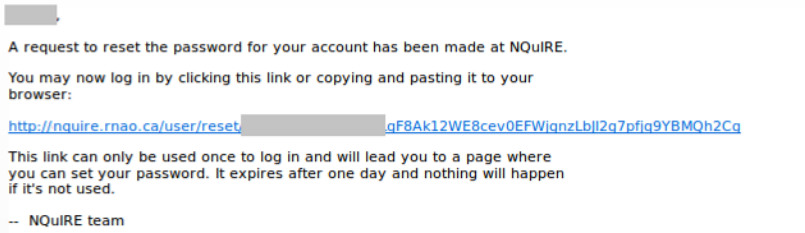
If you have forgotten your password, NQuIRE can automatically reset it via email.

On the NQuIRE home page, in the User login block, click “Request new password”.



You will be prompted for your username or the email address used to create your user account. Note that if you have multiple user accounts registered with the same email address, you must enter the username.

Check for an email that will contain a password reset link.


A request to reset the password for your account has been made at NQuIRE.
You may now log in by clicking this link or copying and pasting it to your browser:
http://nquire.rnao.ca/user/reset/ gF8Ak12WE8cev0EFWjqnzLbJl2q7pfjq9YBMQh2Cq
This link can only be used once to log in and will lead you to a page where you can set your password. It expires after one day and nothing will happen if it's not used.
-- NQuIRE team

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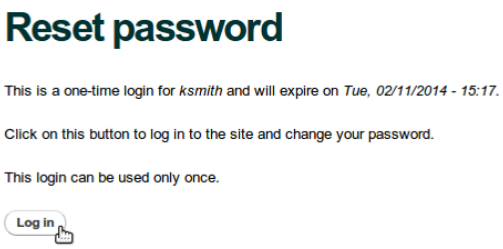
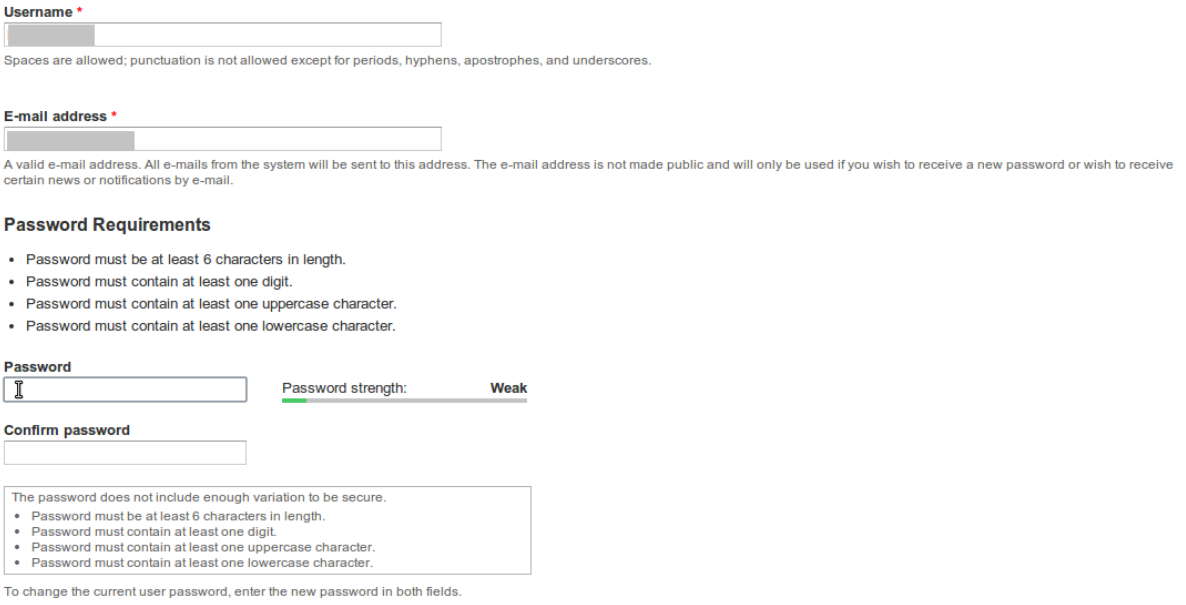
The link provides a one-time only login to NQuIRE, which expires 24 hours after the new password was requested.


Reset password
This is a one-time login for ksmith and will expire on Tue, 02/11/2014 - 15:17.
Click on this button to log in to the site and change your password.
This login can be used only once.
Log in

You will be able to edit your user account. Take note of your username, if you have forgotten it. Create a new password.


Username *
Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.
E-mail address *
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.
Password Requirements
Password must be at least 6 characters in length.
Password must contain at least one digit.
Password must contain at least one uppercase character.
Password must contain at least one lowercase character.
Password
Password strength: Weak
Confirm password
The password does not include enough variation to be secure.
Password must be at least 6 characters in length.
Password must contain at least one digit.
Password must contain at least one uppercase character.
Password must contain at least one lowercase character.
To change the current user password, enter the new password in both fields.

At the bottom of the page, click Save.

Once your new password has been saved, you will see the confirmation below.

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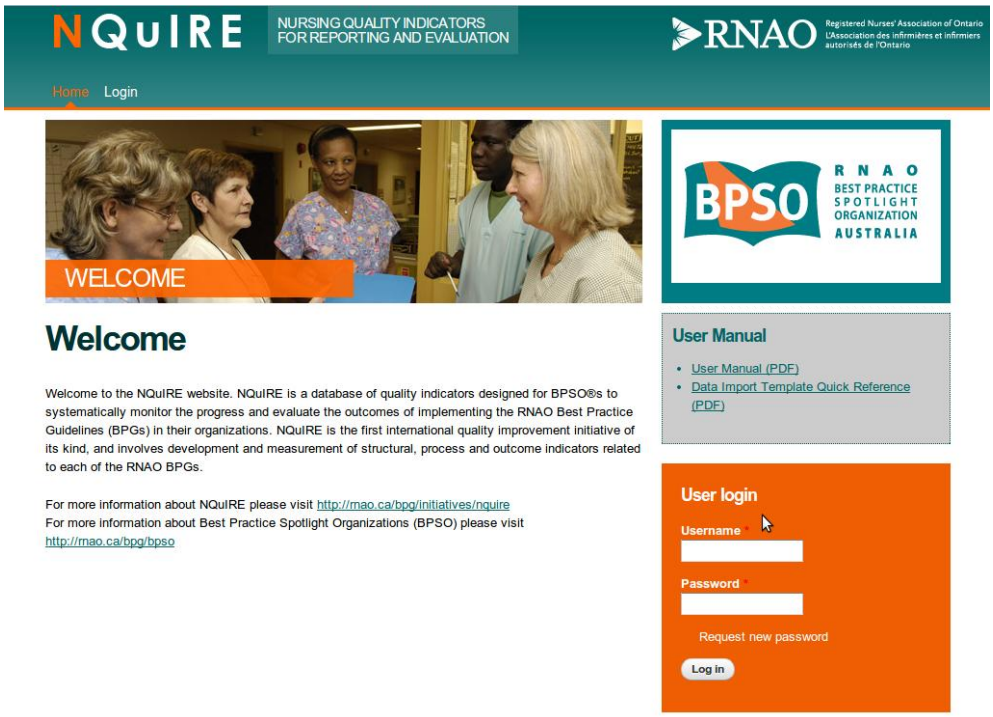
Reporting on Indicators

Once you have successfully registered as an Implementation Site User you are ready to start entering data. Typically, an Implementation Site User would report their indicator data, but a BPSO Lead User may also submit indicator data for any of their implementation sites.

Important: Before submitting indicator data, it is important that Implementation Site Users are familiar with the following:

- **The BPGs selected for implementation in the Implementation Site;**
- **The indicator data dictionaries for selected BPGs; and**
- **The corresponding BPG indicators chosen by the BPSO Lead User to be reported on by the Implementation Site User.**

Log-in to https://nquire.rnao.ca/ with your Implementation Site username or BPSO Lead username and password.


NQuIRE
NURSING QUALITY INDICATORS FOR REPORTING AND EVALUATION
RNAO
Registered Nurses' Association of Ontario
L'Association des infirmières et infirmiers autorisés de l'Ontario
Home
Login
WELCOME
Welcome
Welcome to the NQuIRE website. NQuIRE is a database of quality indicators designed for BPSO®s to systematically monitor the progress and evaluate the outcomes of implementing the RNAO Best Practice Guidelines (BPGs) in their organizations. NQuIRE is the first international quality improvement initiative of its kind, and involves development and measurement of structural, process and outcome indicators related to each of the RNAO BPGs.
For more information about NQuIRE please visit http://rnao.ca/bpg/initiatives/nquire
For more information about Best Practice Spotlight Organizations (BPSO) please visit http://rnao.ca/bpg/bpso
BPSO
RNAO BEST PRACTICE SPOTLIGHT ORGANIZATION AUSTRALIA
User Manual
User Manual (PDF)
Data Import Template Quick Reference (PDF)
User login
Username *
Password *
Request new password
Log in

Select the data submission method. There are two methods available to enter data to the system.

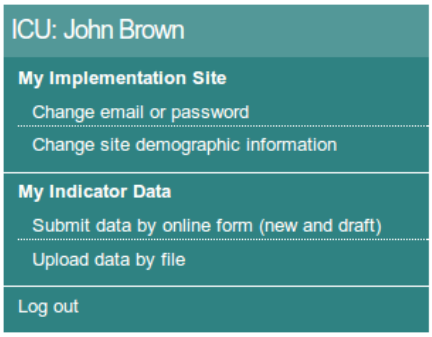
The first method is the Data Form method by entering in forms online that you answer questions indicator by indicator.

The second method is a direct import template that you can download, enter the data using MS Excel or other spreadsheet program, and then upload the excel document to the system.

Important: Please consult the indicator data dictionaries for indicator descriptions and definitions.

Data Form Method

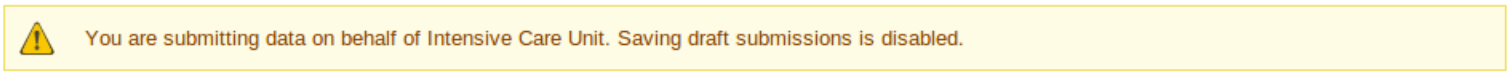
From the menu on the right-hand side of the home page, select "Submit data by online form (new and draft)". Select the BPG Data Submission Form you wish to work on.



For BPSO Lead Users only, the form will not appear until an implementation site has been selected. A drop-down menu lists all the Implementation Sites for your BPSO.

Submit data for another implementation site
You may select an implementation site from your BPSO to submit data on behalf of that site. The data will be recorded as though it came from that user, and not your current, logged in account.
My BPSO implementation site(s)
Select a site
Select site
Reset
Save Draft
Next Page >

For BPSO Lead Users only, a message appears at the top of the second and subsequent pages of the form to remind you which implementation site you are submitting data for.



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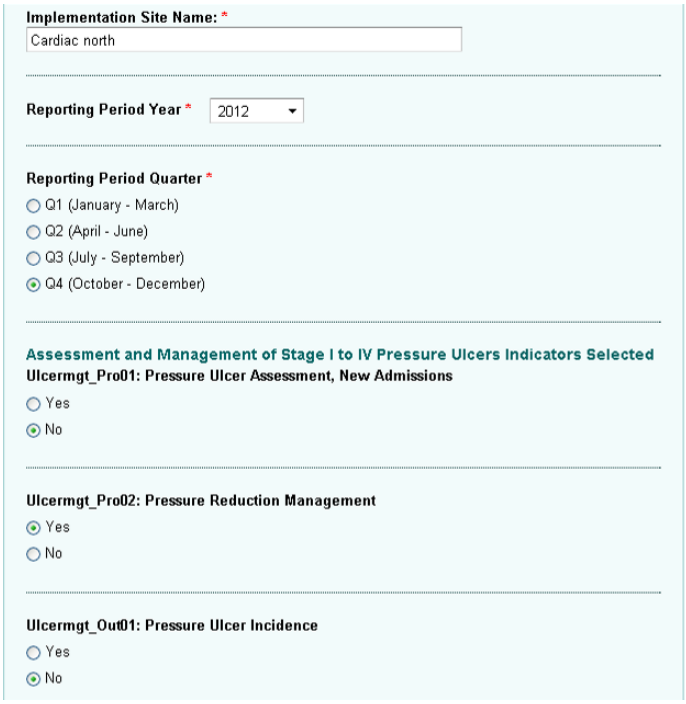
In the "Reporting Period Year", select the year corresponding to the reporting period that you are submitting data for. Each site may only submit one form per reporting quarter and year. If you try to submit a duplicate form for a reporting period, a warning appears after the first page of the form and you are prevented from continuing.



All of the indicators are listed on this page. Indicators correspond to the indicator data dictionaries (see the "Indicator Data Dictionaries" section for instructions on how to find the dictionaries).

Indicators selections were pre-filled by your BPSO Lead User.

An indicator selected as "Yes" will provide access to the data submission form for that indicator.

It is important that these selections are verified with the BPSO Lead User before you proceed to enter data. You are able to change these selections if necessary.

Important: Please consult with your BPSO Lead User before you change the indicator selections from the list.

After you have verified that the appropriate indicators have been selected for reporting, click on the "Next Page" button to be taken to the data submission screens for the indicators that apply to your Implementation Site.

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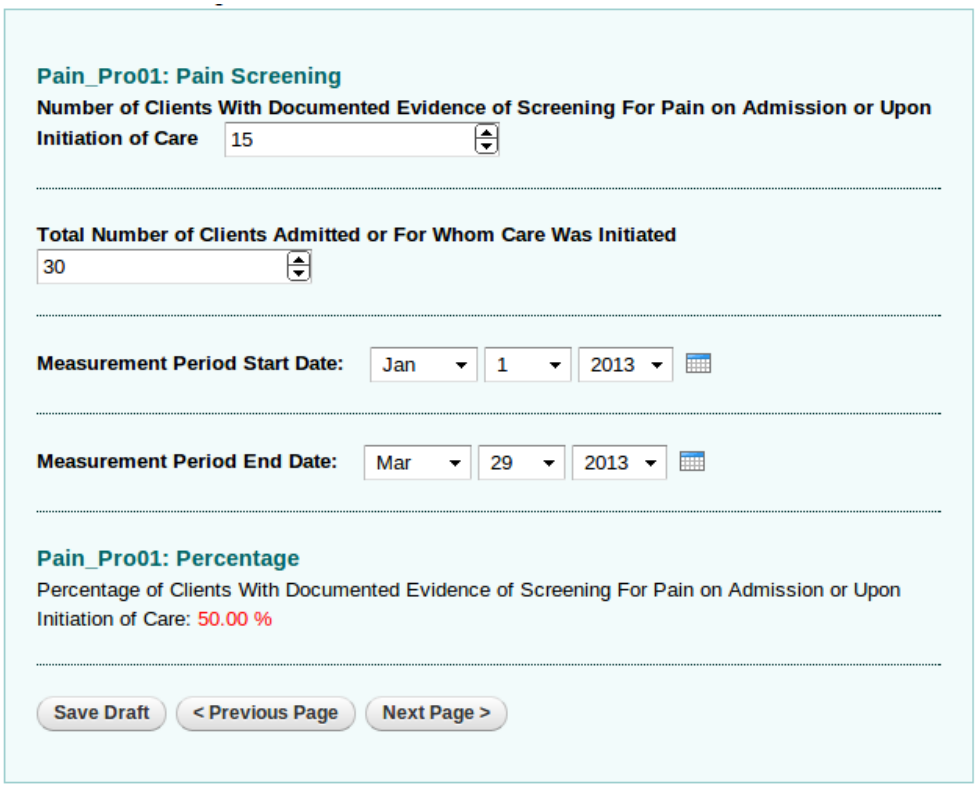
Please enter the requested data for each indicator.

The Measurement Period Start and End Date correspond to the dates during which the data was collected.

Percentage calculations are generated automatically. You should confirm that they are correct.


Pain_Pro01: Pain Screening
Number of Clients With Documented Evidence of Screening For Pain on Admission or Upon Initiation of Care
15
Total Number of Clients Admitted or For Whom Care Was Initiated
30
Measurement Period Start Date:
Jan
1
2013
Measurement Period End Date:
Mar
29
2013
Pain_Pro01: Percentage
Percentage of Clients With Documented Evidence of Screening For Pain on Admission or Upon Initiation of Care: 50.00 %
Save Draft
< Previous Page
Next Page >

Click on the "Next Page" button to continue through the data submission screens for all the selected BPG indicators.

At any time, an Implementation Site User may save the submission as a draft by clicking a button at the bottom of the form. Only one draft of a form for an Implementation Site is permitted at a time. When you return to the form later, you will have to continue working on this draft before starting a new submission.

On the final indicator screen, clicking the "Submit" button will complete the data entry process for the BPG and save your data to the database.

Complete these steps for each BPG indicator to be reported on for the Implementation Site.

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Direct Data Import Template Method

BPSO Lead and Implementation Site users both have the ability to upload data using a CSV file. Lead users can upload data for any of their sites; Site users can only upload data for their own account.

Download the template

Log into NQuIRE. Click the "Upload data by file" link on the menu on the right-hand side of the site to get to the Submit Data by File page.

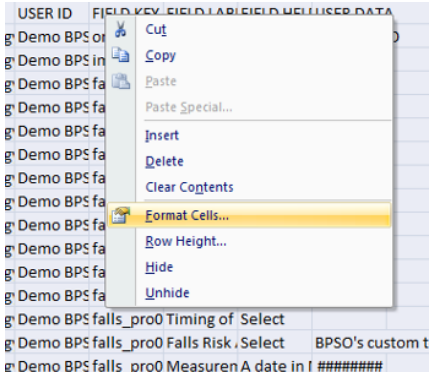
Click the "Download NQuIRE Data Submission Import template" link to expand this section. Click which BPG forms and implementation sites the file will collect data for. Each BPG name is repeated for each site. Once users make this selection, it will be saved and used as the default selection the next time they visit this page.

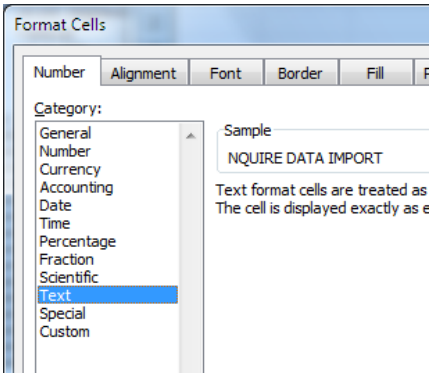
Click the 'Download submission template' button at the bottom of the page. Save the CSV file.

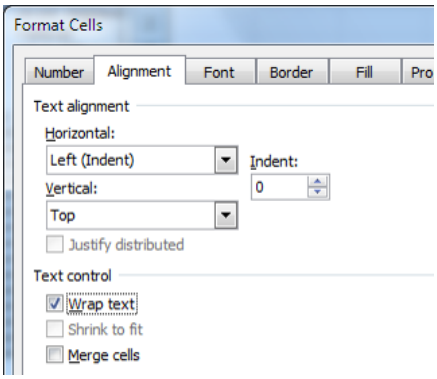
Format the template file

The template file is a CSV (comma separated values) file that can be opened in MS Excel or other spreadsheet program. It is a plain text file, with no saved formatting, which makes it difficult to read. Its appearance can be improved with the following steps:

- In Excel, select all cells (Ctrl + A, or from the Edit menu).
- Right-click any cell and select 'Format Cells...'
- In the 'Number' tab, select 'Text' as the category.
- In the 'Alignment' tab, under 'Text alignment' select 'Left' and 'Top', and check the wrap text checkbox.
- Click OK.
- You can now reduce the column widths and increase the row heights to make the table easier to read.







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Note that when you save the file as a CSV format (which is required to upload your file to NQuIRE), the formatting changes made above will be lost.

A useful tip is to save a copy of the file in Excel format using 'Save as' and choosing a .xls or .xlsx format. The Excel file will save formatting changes you make (including changing cell colours or fonts) that you find useful while editing the file. When you are done, use 'Save as' again to save the file in a CSV format. You will get a warning that any formatting will be lost, but no data will be changed. Both copies will be stored on your computer.

Structure of the template file

The first line of the file begins with 'NQUIRE DATA IMPORT', followed by a code. This line allows NQuIRE to recognize that the file is valid. If you choose to separate the import template you downloaded into multiple files (such as one file per site or BPG), the first line of every file must be this NQUIRE DATA IMPORT line.

Following the first line, the file consists of submissions, stacked vertically. The submissions in the file depend on your BPG and site selections when downloading the file. You may change the order of the submissions, if you like.

A submission begins with a BPG number and the BPG title on its first line. The second line contains column headers: SITE, USER ID, FIELD KEY, FIELD LABEL, FIELD HELP, and USER DATA. The following lines each contain one data field of the BPG form for that submission. The table below describes how each column.

Column	Description
SITE*	This column is pre-filled with the name of your implementation site. It is meant as a reference so the user can keep track of which site the data is for. It is not used by NQuIRE when the file is uploaded.
USER ID	This column is pre-filled with the user name of your implementation site. It is used by NQuIRE to determine which user the data will be saved under. A BPSO lead user may submit data for any of their sites, but a site user may only submit their own data.
FIELD KEY	A unique name for each data field. It is used by NQuIRE to determine what the data represents, so the data in the file matches what would be submitted in the online form.
FIELD LABEL*	A description for each data field. This description matches the online forms. It is meant as a reference for the user. It is not used by NQuIRE when the file is uploaded.
FIELD HELP*	A description of the type of data for each data field. It specifies which fields are required, and what valid data is accepted. Many data fields require a specific option from a list, and those options are listed in this column. It is meant as a reference for the user. It is not used by NQuIRE when the file is uploaded.
USER DATA	This column contains your submission data.

* These columns do not need to be included in the uploaded file if your BPSO is programmatically generating the file.

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Entering data to the file

Your data is entered in the USER DATA column. Some data fields are pre-filled from your BPSO profiles, just as they are in the online forms.

All of the indicators for the BPG will be listed in the file. Indicators correspond to the indicator data dictionaries (see the "Indicator Data Dictionaries" section for instructions on how to find the dictionaries).

Indicators selections were pre-filled by your BPSO Lead User.

An indicator selected as "Yes" will expect data to be submitted for that indicator.

It is important that these selections are verified with the BPSO Lead User before you proceed to enter data. You are able to change these selections if necessary.

Important: Please consult with your BPSO Lead User before you change the indicator selections from the list.

The file contains the same data fields in the same order that appear in the online forms.

Some data fields require data in a specific format, such as an integer, a number rounded to 2 decimal places, a date, or an option or options from a specific list. The required format is listed in the FIELD HELP column.

When entering an option from a specific list, you must enter exactly what is in the FIELD HELP between the | characters. It is best to copy and paste. You may include or exclude the | characters, NQuIRE will remove them before saving your data. As in the online forms, some of these data fields still allow you to enter your own choice. If multiple values are allowed, separate each with the | character.

You may delete data field rows if you are not submitting data for them. You may also leave the USER DATA cell empty and NQuIRE will ignore the empty data.

Upload the data file

Once the file is ready to be uploaded to NQuIRE, return to the Submit BPG Data by File page in NQuIRE. Click the "Upload completed NQuIRE Data Submission file" link to expand this section. Select the file and click the "Upload submission file" button.

The file is read as separate submissions. Each submission is checked that the data is in the correct format and that it is not a duplicate submission for the reporting quarter and year.

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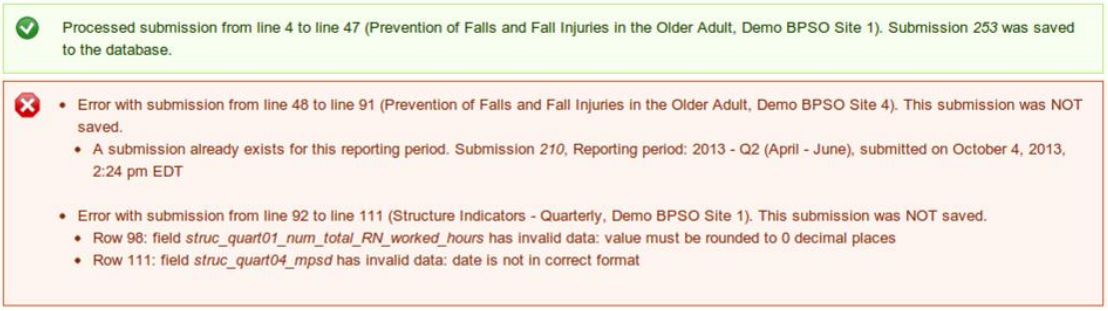
Error checking

When the file is uploaded, each submission is validated to prevent common errors from being saved. If no errors are found for a submission, a message will appear saying it has been saved to the database.

If any error is found in a submission, that submission will not be saved to the database. An error message will appear describing the error. Correct the file and re-submit it.

If you have multiple submissions in a file, it is possible that one may contain an error and the others do not. The submission with the error will not be saved in the database, but the others will. In this scenario, you may correct the file and submit the entire file again. The submissions that were already saved will now be rejected as duplicates, and the submission that failed the first time will now be saved to the database.

In the figure below, a file containing three submissions was uploaded by a BPSO Lead User. The first submission, a Prevention of Falls BPG submission for Demo BPSO Site 1, had no errors and was saved to the NQuIRE database. The second submission, a Prevention of Falls BPG submission for Demo BPSO Site 4, was a duplicate submission for this site for Q2 2013 and was not saved again to the database. The third submission, a Structure Indicators submission for Demo BPSO Site 1, contained two data format errors and was not saved to the NQuIRE database. This BPSO Lead User should correct the file and resubmit. When they do, the first two submissions will now show in the red area as duplicates, and the third submission will be in the green area as a saved submission.


Processed submission from line 4 to line 47 (Prevention of Falls and Fall Injuries in the Older Adult, Demo BPSO Site 1). Submission 253 was saved to the database.
Error with submission from line 48 to line 91 (Prevention of Falls and Fall Injuries in the Older Adult, Demo BPSO Site 4). This submission was NOT saved.
A submission already exists for this reporting period. Submission 210, Reporting period: 2013 - Q2 (April - June), submitted on October 4, 2013, 2:24 pm EDT
Error with submission from line 92 to line 111 (Structure Indicators - Quarterly, Demo BPSO Site 1). This submission was NOT saved.
Row 98: field struc_quart01_num_total_RN_worked_hours has invalid data: value must be rounded to 0 decimal places
Row 111: field struc_quart04_mpsd has invalid data: date is not in correct format

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The table below describes the potential error messages. For any of these messages, the submission will not be saved to the NQuIRE database.

Error message	Detailed description
Error on row <*row_number*>: the BPG was not recognized. A submission starting at this row was not saved to NQuIRE.	Each submission begins with the BPG number and BPG title on its own row. This row was not found, or was changed from the downloaded template. You may need to download the template again to restore this line.
You do not have permission to submit data for this user	BPSO Lead Users may submit data for any of their sites, but a Site User can only submit their own data. This message likely means a Site User uploaded a file that contained data for another Implementation Site.
A submission already exists for this reporting period. Submission <*number*>, Reporting period: <*period*>, submitted on <*date*>	As with the online forms, only one submission per reporting quarter is allowed from each site. This message means the file contains a duplicate submission. **If you are resubmitting a file that contains multiple submissions and at least one submission was already saved to NQuIRE, you may ignore this error as it is expected.**
Row <*row_number*>: the User ID changed in the middle of a submission from "<*user 1*>" to "<*user 2*>"	A submission is the group of lines from one BPG title to the next (or to the end of the file). The consecutive rows in a submission must be for the same user.
Field <*field_name*> contains data but this submission has not selected the corresponding indicator	As with the online forms, each clinical submission begins with a list of indicators. If the indicators will have data submitted for them, these indicators must have a 'Yes' selected. This message appears when there is data for an indicator, but the indicator selection field is missing or contains 'No'.
Required field <*field_name*> is missing or contains no data	A submission is missing required data – either no data in the cell or the data field's row was missing from the file. **This may also indicate a 'blank' submission – one that is in the file but contains no data. If this is the case, you may ignore the error as it is expected.**
Row <*row_num*>: the FIELD KEY was not recognized (<*field_name*>)	The field key column must match a specific key in NQuIRE. This may mean your template file is out-dated and you should download it again.
Row <*row_number*>: field <*field_name*> has invalid data: • required field has no value • date is not in correct format • value must be greater/less than <*x*> • value must be rounded to <*x*> decimal places • must be a number, without prefixes or suffixes • only one value is allowed, multiple selections detected • data did not match an expected value	These messages will appear if the data doesn't match a prescribed format. The error message will only contain the specific bullet point that corresponds to the error.

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Tracking Submitted Data

Implementation Site Users can view the last submission date for each of their forms. From the menu on the right-hand side of the home page, select "Submit data by online form (new and draft)".

Form	Latest Data Submission
Assessment and Management of Foot Ulcers for People with Diabetes	
Assessment and Management of Pain	Thursday, June 13, 2013 - 15:55 *[unsubmitted draft]*
Assessment and Management of Stage I to IV Pressure Ulcers	
Breastfeeding	
Client Centred Care	
Nursing Management of Hypertension	
Ostomy Care & Management	
Prevention of Falls and Fall Injuries in the Older Adult	Thursday, June 13, 2013 - 15:47

BPSO Lead Users can see all the submission dates of all their Implementation Sites. From the menu on the right-hand side of the home page, select "View submitted data". A table lists all your Implementation Sites and the forms they have submitted. Expand the "Options" link to show all submission dates, or filter the table by date ranges.

Implementation Site	Ostomy Care & Management	Prevention of Falls and Fall Injuries in the Older Adult	Structure Indicators - Quarterly
Cardiology (Demo BPSO Site 1)	2013-10-01 (Q1 2013)	2013-11-27 (Q4 2012)	2013-10-04 (Q1 2013)
Chronic Complex Care (Demo BPSO Site 2)			2013-10-04 (Q1 2013)
General Medicine (Demo BPSO Site 5)			2013-10-04 (Q1 2013)
General Surgery (Demo BPSO Site 8)			2013-10-04 (Q1 2013)
Medical-Surgical Combined (Demo BPSO Site 4)		2013-10-04 (Q4 2012)	2013-10-04 (Q1 2013)

A table lists all your Implementation Sites and the forms they have submitted. Expand the "Options" link to show all submission dates, or filter the table by date ranges.

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Exporting Data

The data submitted by an Implementation Site to the NQuIRE system can be downloaded. The information is exported as a downloadable Microsoft Excel file. You may download your data upon completing a data submission form, or at any time thereafter.

The following steps are involved in exporting your data:

- Step 1: Accessing the form
- Step 2: Selecting Export Format and List Options
- Step 3: Selecting included export components
- Step 4: Selecting the download range options

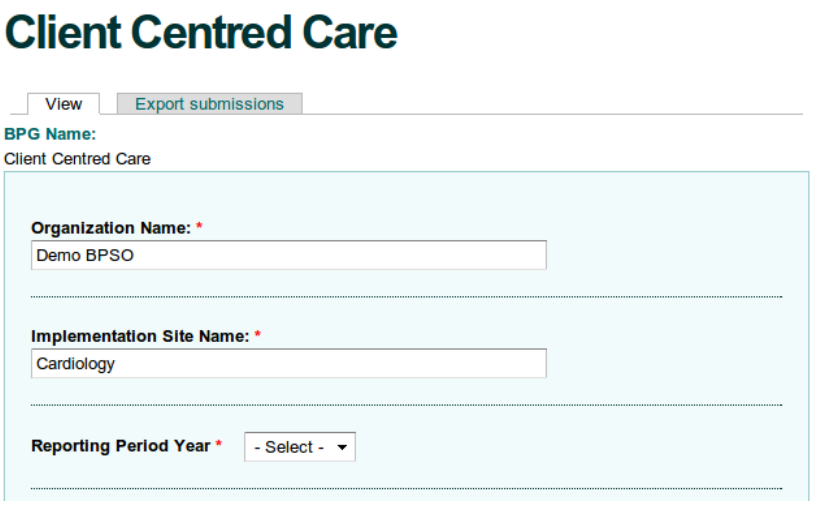
Step 1: Accessing the Form

Upon completing a Data Submission Form, you will be able to download and save the information in a spreadsheet format. This download can be performed at any time.

To download your data, log-in to NQuIRE using your BPSO Lead User or Implementation Site username and password. Select "Submit data by online form (new and draft)" from the right-hand side menu.

Select from the BPG list the completed Data Submission Form that you would like to download.

Once you have selected the form that you would like to download, click on the "Export Submissions" tab.



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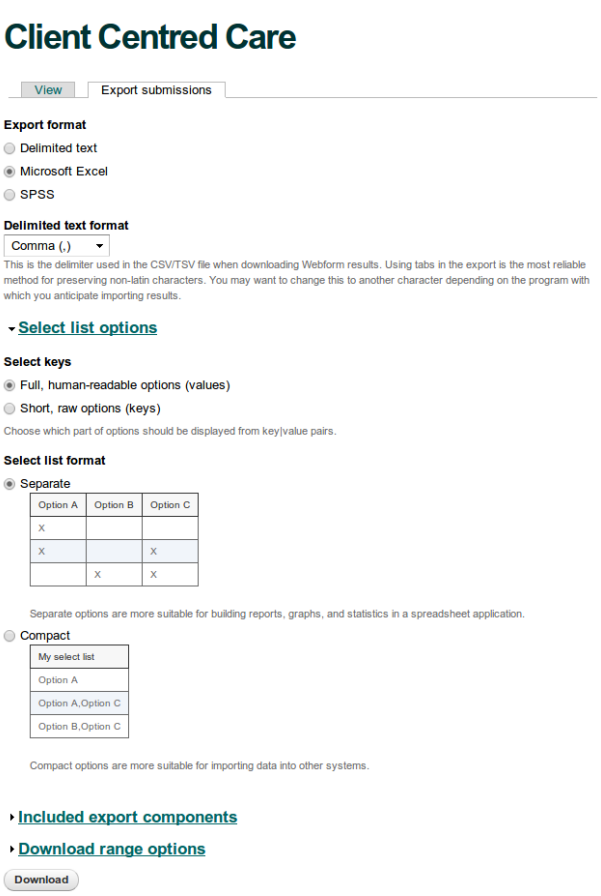
Step 2: Selecting Export Format and List Options

Clicking on the "Export Submissions" tab will open the data export screen. Here you will be able to customize the format and content of the data to be downloaded.


Client Centred Care
View
Export submissions
Export format
Delimited text
Microsoft Excel
SPSS
Delimited text format
Comma (,)
This is the delimiter used in the CSV/TSV file when downloading Webform results. Using tabs in the export is the most reliable method for preserving non-latin characters. You may want to change this to another character depending on the program with which you anticipate importing results.
Select list options
Select keys
Full, human-readable options (values)
Short, raw options (keys)
Choose which part of options should be displayed from key|value pairs.
Select list format
Separate
Option A
Option B
Option C
Separate options are more suitable for building reports, graphs, and statistics in a spreadsheet application.
Compact
My select list
Option A
Option A,Option C
Option B,Option C
Compact options are more suitable for importing data into other systems.
Included export components
Download range options
Download

First, select the desired export format.

If using Microsoft Excel, select "Microsoft Excel". If you are using any other spreadsheet software, we recommend selecting "Delimited text format".

Second, select the format in which the data will be presented.

For ease of reading and interpretation, we recommend using the default option of "Full, human-readable options" and the "Separate" list format.

Step 3: Selecting Included Export Components

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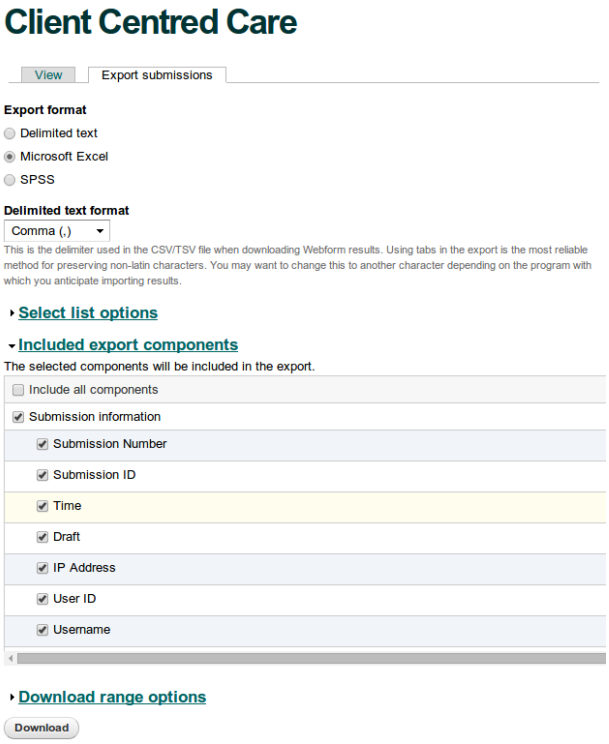
The second drop down menu "Included export components" enables you to specify the information that you wish to download.

By default, each section of the data submission form is automatically selected for download.

If there are items that you do not wish to download, simply uncheck them from this list.

Only data corresponding to the checked items will be downloaded.


Client Centred Care
View
Export submissions
Export format
Delimited text
Microsoft Excel
SPSS
Delimited text format
Comma (,)
This is the delimiter used in the CSV/TSV file when downloading Webform results. Using tabs in the export is the most reliable method for preserving non-latin characters. You may want to change this to another character depending on the program with which you anticipate importing results.
Select list options
Included export components
The selected components will be included in the export.
Include all components
Submission information
Submission Number
Submission ID
Time
Draft
IP Address
User ID
Username
Download range options
Download

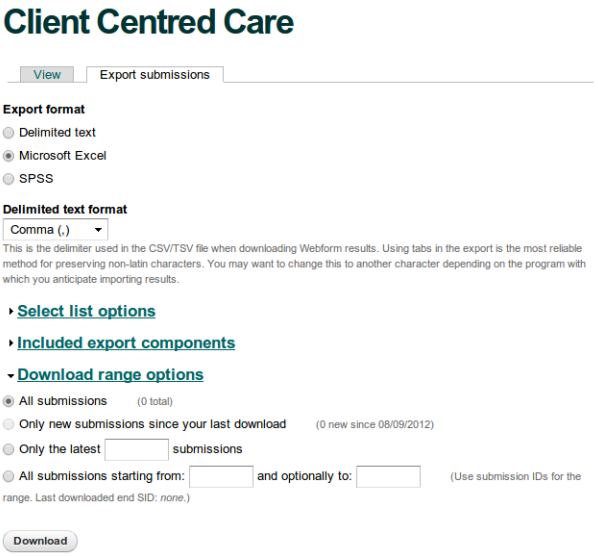
Step 4: Selecting the Download Range Options

From this drop-down menu, users can specify number of data submissions they would like to download.

Users are able to select from the following options:

- Download all submissions
- Download new submissions since the last download
- Download a numerical amount of latest submissions (e.g., the last 3 submissions)
- Download submissions within a certain timeframe

Once you have specified this information, click the "Download" button to launch Microsoft Excel and display the specified data.


Client Centred Care
View
Export submissions
Export format
Delimited text
Microsoft Excel
SPSS
Delimited text format
Comma (,)
This is the delimiter used in the CSV/TSV file when downloading Webform results. Using tabs in the export is the most reliable method for preserving non-latin characters. You may want to change this to another character depending on the program with which you anticipate importing results.
Select list options
Included export components
Download range options
All submissions (0 total)
Only new submissions since your last download (0 new since 08/09/2012)
Only the latest submissions
All submissions starting from: and optionally to: (Use submission IDs for the range. Last downloaded end SID: none.)
Download

From here, the data may be viewed, printed or saved.

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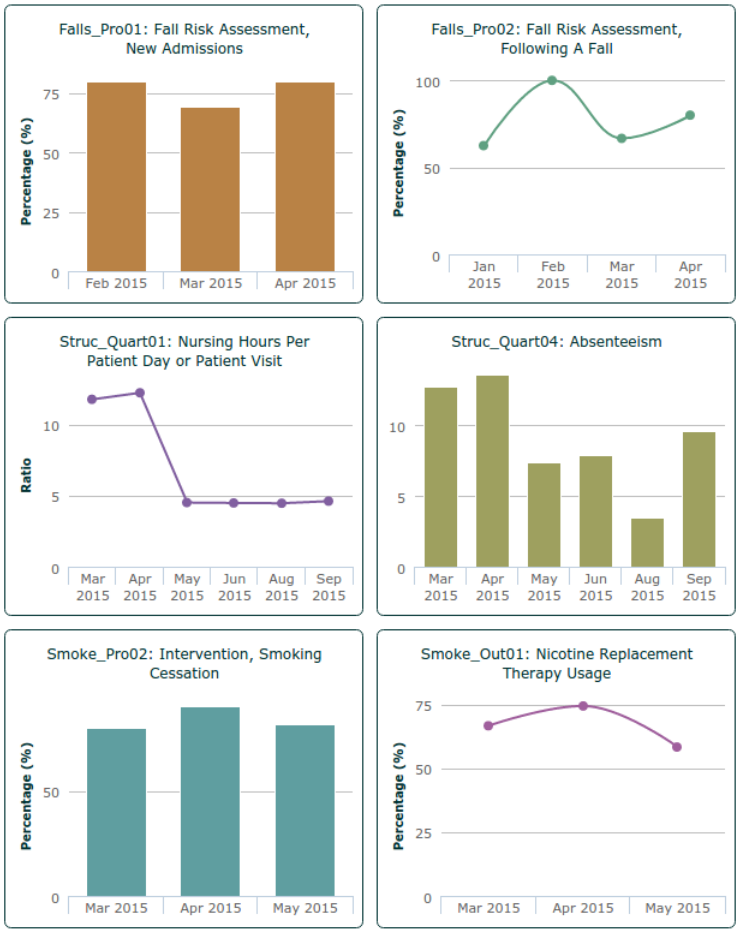
Accessing BPSO Dashboards (BPSO Lead Users only)

Each Implementation Site in your BPSO can have a dashboard. The dashboards are accessible only to the BPSO Lead User. The dashboards shows up to six blocks, where each block can show a different indicator graph for the Implementation Site.

The BPSO Lead User can configure these blocks to select which indicators are shown and customize how the graphs are displayed. The configurations are saved, so when the BPSO Lead returns to view the Site's dashboard at a later date, NQuIRE will display the same graphs with those saved configurations.

The advantange of using NQuIRE Dashboards is that you can configure them once and then view them later in just one click, rather than selecting the indicators to display on each viewing. Dashboards also show simplified information over the NQuIRE Reports, and are intended to give a snapshot view of recent activity.



To access your BPSO Dashboards, please log-in to NQuIRE with your BPSO Lead User account. From the menu on the right-hand side, select "BPSO Dashboards".

Under the Options heading, select an Implementation Site. Only those Sites which have submitted data to NQuIRE will be available to select. You may only select one Implementation Site at a time.

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Click the "Display dashboard" button to refresh your dashboard.

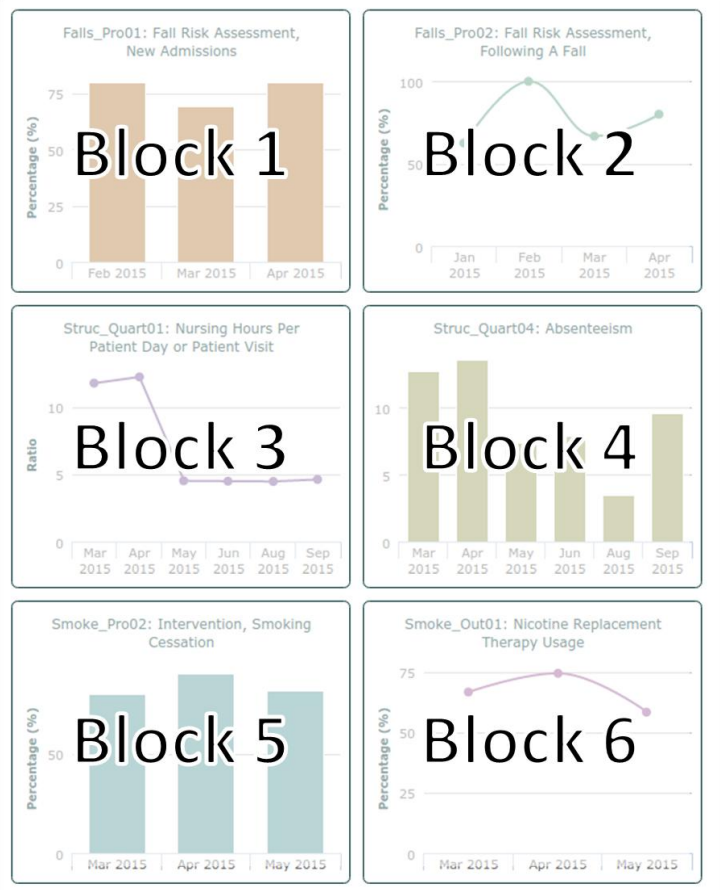
If dashboard has not yet been set up for the selected Implementation Site, you will see the message "*There is no dashboard available for the selected Implementation Site.*" Set up the configuration by clicking the "Configure this dashboard" button. See the following section, "Configuring BPSO Dashboards" for more information.

If dashboard configuration was already saved in NQuIRE, the Options section will collapse and your Site's dashboard will be displayed. See the following section, "Using BPSO Dashboards" for more information.

You may change the configurations at any time by clicking the Options link to expand the section and clicking the "Configure this dashboard" button. See the following section, "Configuring BPSO Dashboards" for more information on changing the dashboard configurations.

Configuring BPSO Dashboards

Each Implementation Site can have its own dashboard, showing up to six blocks. Each block is an independent display of NQuIRE data, which may include graphs or data tables.



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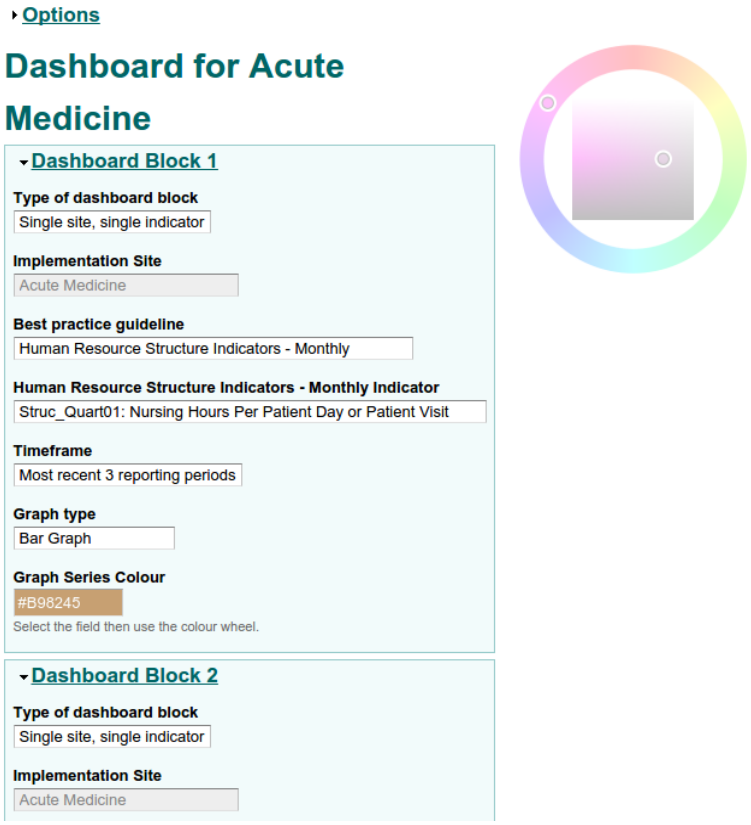
As a BPSO Lead User, you can configure what each block will display. NQuIRE stores those configurations so once you have configured the dashboard blocks, you can quickly get an updated dashboard with the same configurations later.

Dashboards can be configured after they have been loaded from the "BPSO dashboards" page. Select an Implementation Site and click the "Configure this dashboard" button.

You will see a page that has the Implementation Site name, and has six collapsible dashboard configuration blocks, labelled Dashboard Block 1 to Dashboard Block 6. Click these labels to collapse or expand the blocks.

There is also a colour wheel on the right-hand side.



Each block is configured independently, and the configurations depend on the type of dashboard block you select. At the moment, there are only two types of dashboard blocks to choose from, but more types will be added over time.

The next section describes the different block types.

Once you have configured each block, click the "Save configuration" button at the bottom of the page. If you don't want to make any changes, click the "Cancel" button. Both buttons will return you to the view dashboard page.

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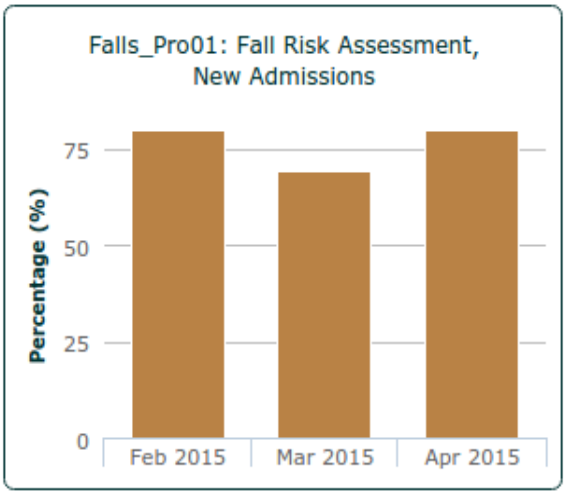
Dashboard type: Single site, single indicator

This block type will show a graph for one indicator for one Implementation Site.



This block type has the following configuration options:

Implementation Site	This field is pre-selected with the dashboard's own Implementation Site, and it is currently disabled so you cannot change it. All blocks in a dashboard must be for the same Implementation Site.
Best practice guideline	Select the BPG first to get a list of indicators to display. Only those BPGs that have data for the Implementation Site are shown in the list.
Indicator	Select the indicator to display. Only those indicators that have data for the Implementation Site are shown in the list.
Timeframe	You can display the 3 or 6 most recent reporting periods in the dashboard. Dashboards are intended to give a snapshot view of recent activity for an Implementation Site.
Graph type	You may choose to display a bar graph, a line graph, or a smoothed line graph.
Graph Series Colour	You can choose the colour of the graph series. Select this field, and then use the colour wheel on the right-hand side to choose the desired colour. You can also type in the hexadecimal colour code, if you know it.

Dashboard type: Empty block

This block type will show an empty space in the dashboard. If your Site does not submit data for six indicators, or you do not wish to include six indicators in the dashboard, you can set the block to be empty.

This block type has no further configuration options.

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Using BPSO Dashboards

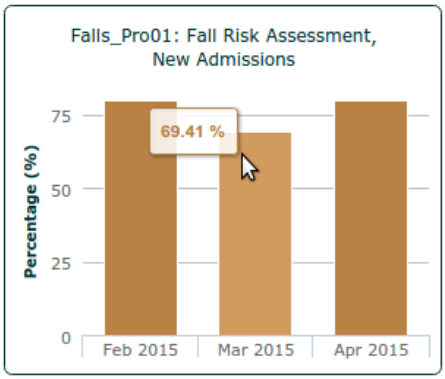
Each Implementation Site has its own dashboard page, with a specific URL. As a BPSO Lead user, you may wish to bookmark your dashboard pages, to quickly find them. You will have to be logged into NQuIRE to view the dashboards, and only BPSO Lead users will have access to them.

To switch between different Implementation Sites, click the Options link to expand the section, select an Implementation Site, and click the "Display dashboard" button.

The dashboard blocks use similar graphs that the NQuIRE Reports have, but the dashboard graphs are simplified and have fewer interactive features.

Display data values

As you move your mouse over the graph, a tooltip will appear displaying the indicator value.



Other interactive features found in the NQuIRE Reports graphs, such as hiding data series, zooming, and exporting/printing are not available in the dashboards.

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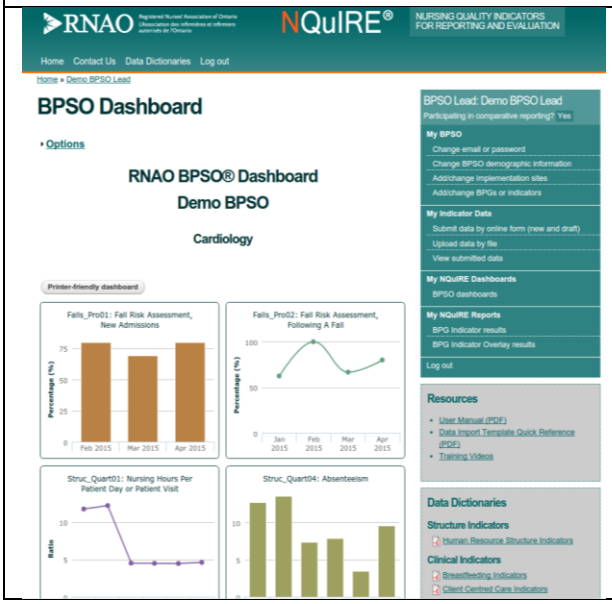
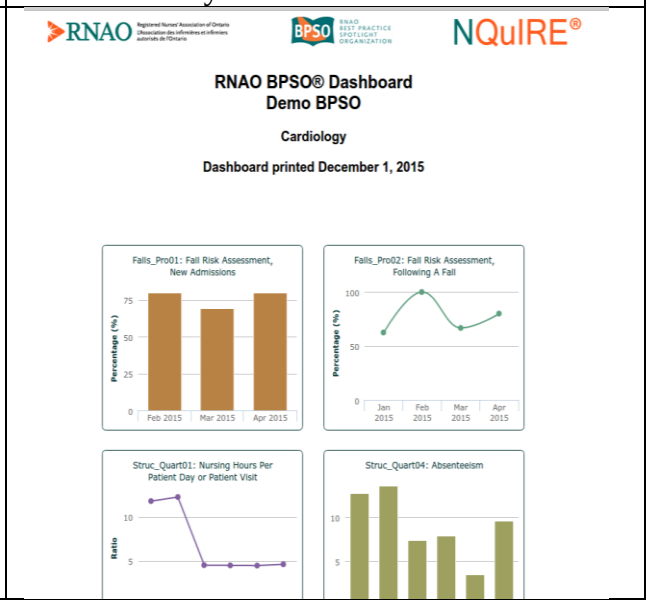
Printing the Dashboards

To view a printer-friendly version of a dashboard, click the "Printer-friendly dashboard" button at the top of the page. A new browser window or tab will open displaying the same dashboard content, but with formatting more appropriate for printing. You may use your browser's print function to print the report. You may wish to change your browser's printer settings to add or remove page headers/footers to hide the URL.

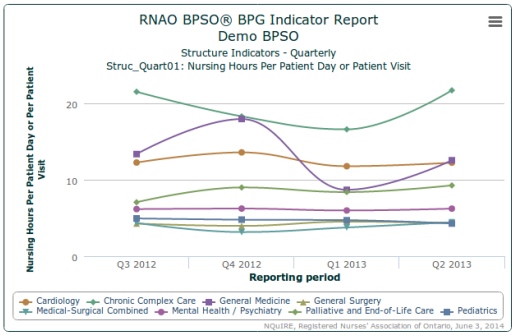
The printout will include the dashboard title and all dashboard blocks that were displayed in the online version, but the NQuIRE site's header and menus are not displayed.

Online dashboard:	Printer-friendly dashboard:
	

Accessing Reports (BPSO Lead Users only)

BPG Indicator Reports

Each BPG has its own BPG Indicator report. These reports show all submitted indicator data for all sites in your BPSO for the BPG. These reports include a data table with the indicator values and separate interactive graphs for each indicator.



To access your BPG Indicator Report for a BPG, please log-in to NQuIRE with your BPSO Lead User account. From the menu on the right-hand side, select "BPG Indicator results".

Under the Options heading, select the BPG. Only those BPGs which have submitted data from your BPSO's Implementation Sites will be available to select.

Select the Implementation Site(s) to include in your report. Only those Implementation Sites that have data for the selected BPG will be available to select. You may choose multiple sites by clicking and dragging the mouse over the list, or holding the Ctrl key and clicking individual sites from the list.

There are some customizations available for these reports:

- *Select the aggregate calculation for the indicators* – You can choose if you want the Mean (average) or the Median to be calculated for your indicator data. By default, the Mean is calculated.
- *Select the timeframe the aggregate calculation covers* – You can choose if the aggregate is calculated from just the most recent reporting period, or if the aggregate is calculated from all reporting periods in the report. Either way, the data is aggregated from all sites in the report. Indicators with 'Not reported' and 'No submission' entries in the data table are excluded from the calculation. By default, the aggregate is calculated for the most recent reporting period only.
- *Select the graph type* – You can choose if the indicator data is graphed as a bar (column) series, a line series, or a smoothed-line series. By default, the indicator data is graphed as a bar series. The aggregate data is always graphed as a line series.

Once you have made your selections, click the "Display report" button to refresh your report. The Options section will collapse and your report will be displayed. To change the report, click the Options link to expand the section and change your settings.

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If there is no data for the report (either you have no submissions or your submissions have not been approved for the report), the page will display "There is no report available for you BPSO for this BPG." Otherwise, you should see your report directly.

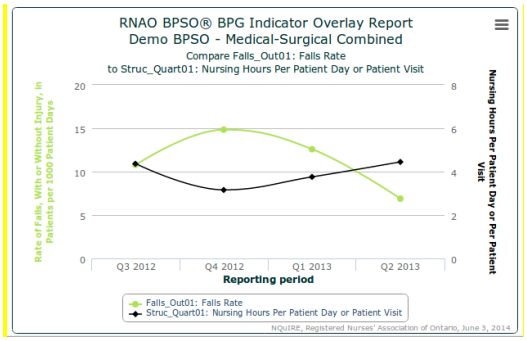
See the following section, "Using the Reports" for more information on the data tables and using the interactive graphs.

BPG Indicator Overlay Reports

Some indicators from various BPGs have been determined to correlate to each other. The Indicator Overlay Reports allows BPSO Lead Users to compare two indicators for an Implementation Site and examine how the indicators correlate all reporting periods.

Once the two indicators have been selected, these reports show the two indicators' data over the reporting periods for the selected site. The reports include a data table with the indicator values, and an interactive graph displaying both indicators.

The report options label one indicator as a '**base**' indicator and one as a '**comparison**' indicator. The base indicator will be graphed using the left-hand vertical axis. You can choose to display this data series as a bar series, line series, or a smoothed-line series. The comparison indicator will be graphed using the right-hand vertical axis and will always be displayed as a line series.



To access your BPG Indicator Overlay Reports, please log-in to NQuIRE with your BPSO Lead User account. From the menu on the right-hand side, select "BPG Indicator Overlay results".

Under the Options heading, you will select the Implementation Site and indicators to compare. Follow the steps listed. First, you will select the Implementation Site for the report. You may only select one site for this report.

Next, select the BPG and one of its indicators to compare as the 'base' indicator. The indicators that can be compared have been pre-determined by the NQuIRE team. Only those BPGs and indicators that can be compared and that also have submitted data for the selected implementation site will be available to select.

Next, select another BPG and one of its indicators to compare as the 'comparison' indicator. Only those BPGs and indicators that can be compared to the selected 'base' indicator and that also have submitted data for the selected site will be available to select.

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There are some customizations available for these reports:

- *Select the graph type for the 'base' indicator* – You can choose if the 'base' indicator data is graphed as a bar (column) series, a line series, or a smoothed-line series. By default, the 'base' indicator data is graphed as a bar series. The 'compare' indicator data is always graphed as a smoothed-line series (or a line series if the 'base' indicator is a line series).

Once you have made your selections, click the "Display report" button to refresh your report. The Options section will collapse and your report will be displayed. To change the report, click the Options link to expand the section and change your settings.

If there is no data for the report (either you have no submissions or your submissions have not been approved for the report), the page will display "There is no report available for you BPSO for this BPG." Otherwise, you should see your report directly.

See the following section, "Using the Reports" for more information on the data tables and using the interactive graphs.

Using the Interactive Reports

Step 1: Viewing the data table

Each report contains a data table with the indicator data listed.

Indicator data is displayed for each reporting period your site has submitted data for. If a site has not submitted any data for the BPG for a reporting period, but has submitted data in other periods, the table will display "**No submission**" for that unreported quarter for all indicators. If a site has submitted data for the reporting period but did not submit data for a particular indicator, the table will display "**Not reported**" for that quarter and indicator. If no sites have submitted data for an indicator, the indicator is omitted from the report.

Some additional data for the indicators, such as the tools used or an assessment schedule, may be included in the data table. This additional data is not separated by reporting period. Instead, these parameters are displayed as a list of any option selected in any of the sites' data submissions.

Step 2: Using the interactive graphs

The graphs have some interactive features, which are described below.

Display data values

As you move your mouse over the graph, a tooltip will appear displaying the series name (usually the implementation site name or indicator name), reporting period, and the indicator value.

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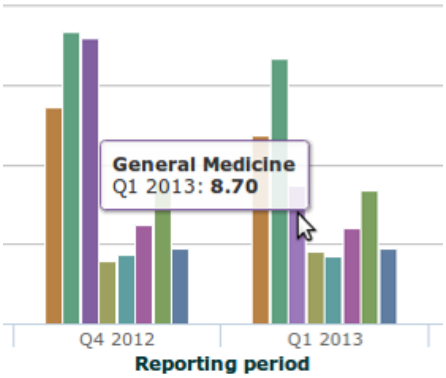
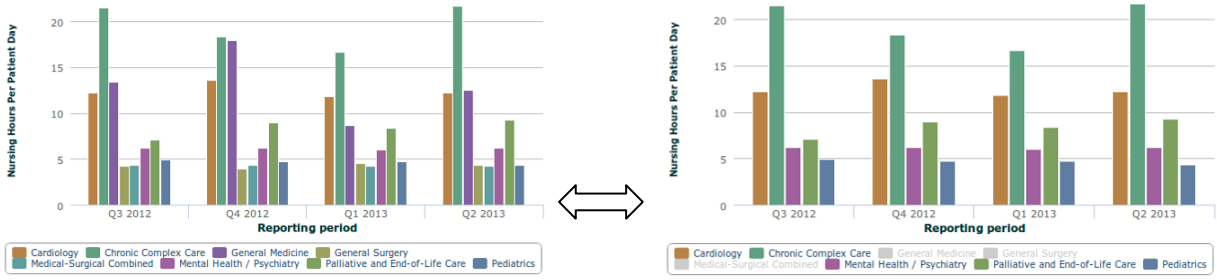


Hiding data series

You can hide/show a graph's data series by clicking the series name in the legend. The graph will adjust its scale as you add or remove the series. The hidden series will still be included in the legend, but in grey text, so you can still click it to show the series again.



Zooming

You can also zoom in on specific reporting periods. Click-and-drag the mouse over the graph area to zoom in. The zoom feature can be tricky. To zoom in on one reporting period, click-and-drag the mouse over the entire reporting period, using the ticks on the horizontal axis as a guide. To zoom in on multiple reporting periods, click-and-drag the mouse between the middle of the reporting periods. If you have zoomed in the graph, a "Reset zoom" button will appear on the graph.

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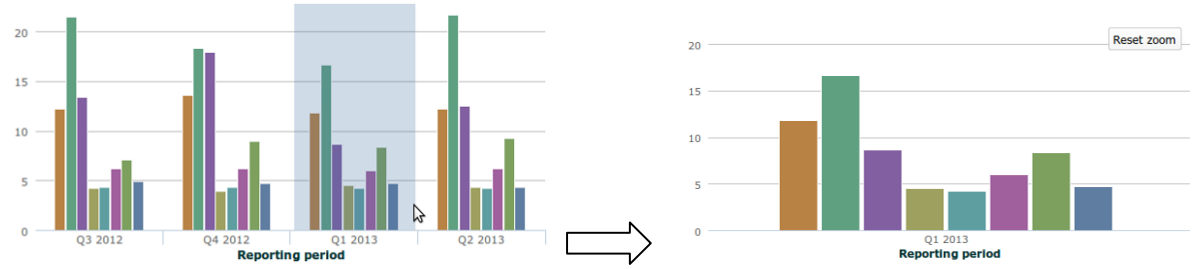
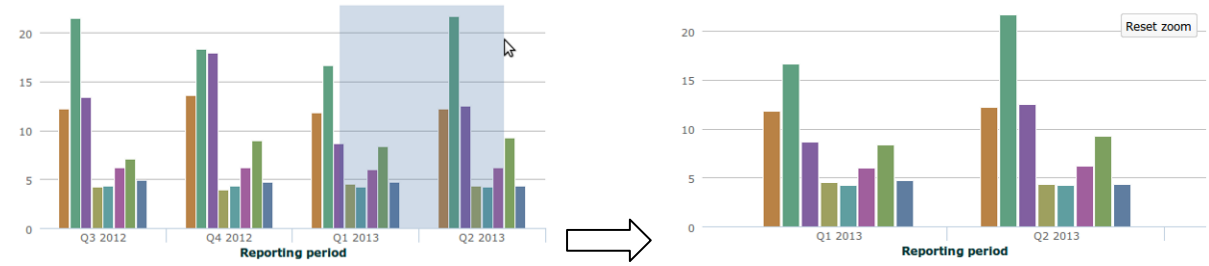
Zooming in on one reporting period:

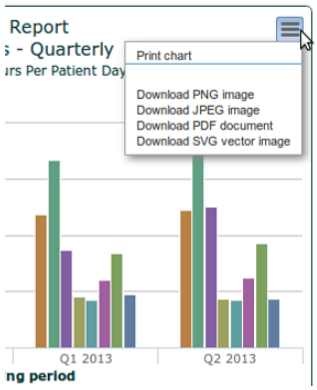


Zooming in on multiple reporting periods:



Exporting and printing graphs

At any time, you may click the graph's context menu to print or export your graph. You may save it as a PNG, JPEG, or SVG image, or a PDF document. The graph will print nicely to an 8.5" x 11" page in landscape orientation, in any of the image formats. If you have zoomed in the graph or hidden any data series, your downloaded image will reflect those changes.



Each graph in the report is managed independently, so zooming or hiding series in one graph will not affect the others. The graphs are also downloaded individually.

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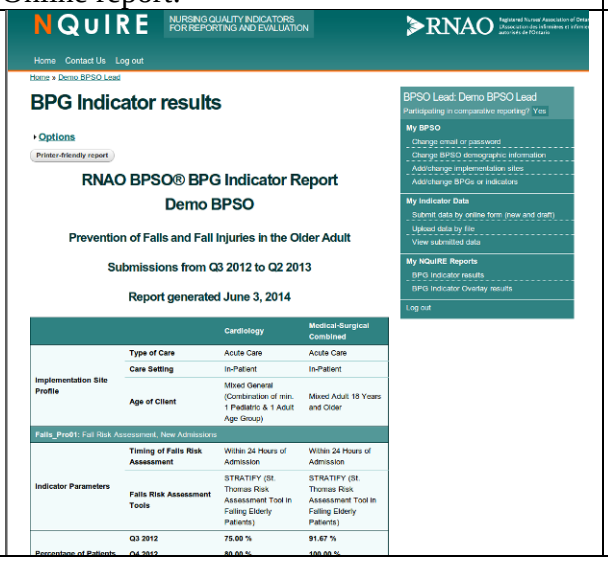
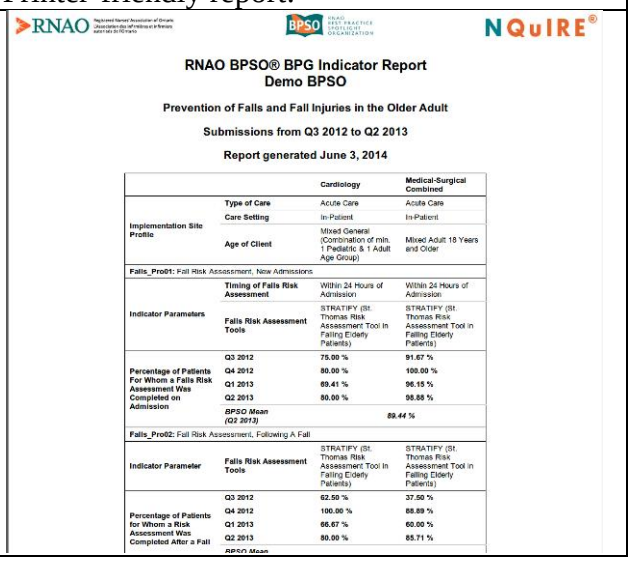
Printing the Reports

To view a printer-friendly version of a report, click the "Printer-friendly report" button at the top of the report. A new browser window or tab will open displaying the same report content, but with formatting more appropriate for printing. You may use your browser's print function to print the report. You may wish to change your browser's printer settings to add or remove page headers/footers to hide the URL and show page numbers.

The report will include the report title, data table, and graphs that were displayed in the online version, but the NQuIRE site's header and menus are not displayed.

Online report:	Printer-friendly report:
	

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Home Contact Us Log out
Home » Demo BPSO Lead
BPG Indicator results
Options
Printer-friendly report
RNAO BPSO® BPG Indicator Report
Demo BPSO
Prevention of Falls and Fall Injuries in the Older Adult
Submissions from Q3 2012 to Q2 2013
Report generated June 3, 2014
BPSO Lead: Demo BPSO Lead
Participating in comparative reporting? Yes
My BPSO
Change email or password
Change BPSO demographic information
Add/change implementation sites
Add/change BPGs or indicators
My Indicator Data
Submit data by online form (new and draft)
Upload data by file
View submitted data
My NQuIRE Reports
BPG Indicator results
BPG Indicator Overlay results
Log out
RNAO
BPSO
NQuIRE®
RNAO BPSO® BPG Indicator Report
Demo BPSO
Prevention of Falls and Fall Injuries in the Older Adult
Submissions from Q3 2012 to Q2 2013
Report generated June 3, 2014

Note that if you made any modifications to the graphs as described in the previous section, such as zooming or hiding data series, those modifications are initially reset in the printer-friendly report. The graphs still maintain their interactive features, so you can make those modifications again.

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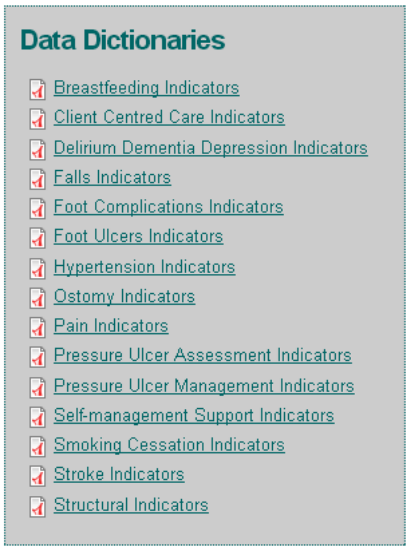
Indicator Data Dictionaries

The indicator data dictionaries are accessible to BPSO Lead Users and Implementation Site Users.

BPSO Lead Users and Implementation Site Users may download the indicator data dictionaries at any time by selecting the appropriate file from the Data Dictionaries Menu on the right-hand side of the screen.

The data dictionary will open in pdf format.

Data dictionaries may be viewed, printed or saved.



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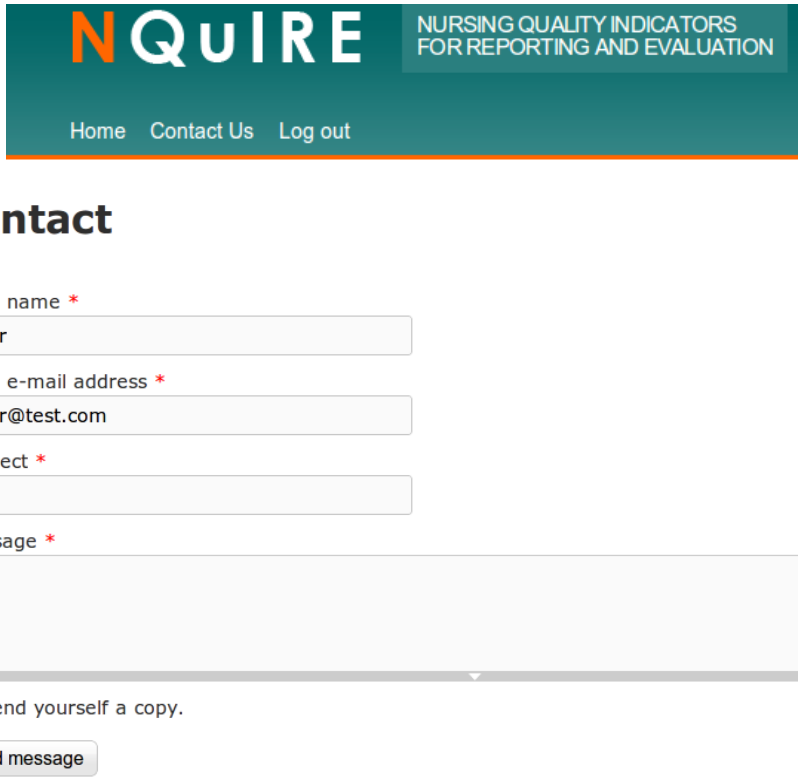
Contact Us

If you require assistance, please select "CONTACT US" from the header tab to email the NQuIRE team.



To speak with us directly, please contact the RNAO home office:

NQuIRE Project Coordinator: Angela Joyce
Email: info@nquire.ca
Phone: 1-800-268-7199 x 235

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Appendix A - BPG Implementation Inventory

SAMPLE TEMPLATE – Implementation Site BPG Implementation Inventory

The table below provides a sample template to record an organization-level inventory of the Implementation Sites for each of the RNAO Best Practice Guidelines.

Extra columns may be added as necessary to reflect additional guidelines. Rows may be added as necessary to accommodate additional site / area names or Implementation Sites.

Consider adding colour to the inventory to indicate which guidelines have been selected for organization-wide or corporate implementation. Similarly, individual cells may be highlighted to indicate which Implementation Sites are targeted for broad practice change versus focused quality improvement efforts.

Implementation Site	**Implementation Site User Name & Email**	**[BPG Name]**	**[BPG Name]**	**[BPG Name]**	**[BPG Name]**	**[BPG Name]**
Facility / Clinical Area: [Name]						
[Implementation Site name]						
[Implementation Site name]						
[Implementation Site name]						
Facility / Clinical Area: [Name]						
[Implementation Site name]						
[Implementation Site name]						
[Implementation Site name]						
Facility / Clinical Area: [Name]						
[Implementation Site name]						
[Implementation Site name]						
[Implementation Site name]						

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Notes:

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